

Know Where You're Going... and Get There!



Utah Student Career Planning Guide

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Quality Career Information...Informed Career Decisions

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Know Where You're Going... and Get There!

Dawn Kay, Student Services Coordinator
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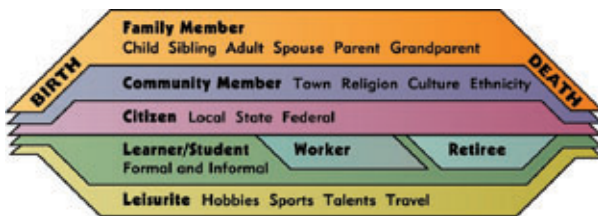
Don't you hate it when someone, usually an adult, asks "What do you want to be when you grow up?" That question is too hard to answer! Many adults still do not know what they want to be when they grow up.

"You are the story teller in your own life, and you can create your own legend or not."

- Isabelle Allende

It may be easier for all of us to answer questions more like: "What kind of life do you imagine for yourself? What kind of life do you dream about for yourself?" Rarely do the answers to those questions focus only on the kind of work a person imagines doing or the kind of job he or she imagines having. That's because life is really a balance – the interplay of changing life roles and changing priorities. What kind of life story do you want to create for yourself?

The interplay of life roles can be represented by the following graphic, based on the work of well-known psychologist Donald Super, Professor Emeritus, Psychology and Education, Teacher's College, Columbia University.



This graphic illustrates that the role of worker is just one of many important life roles. Nevertheless, the worker role can enhance or detract, support or derail so many other life roles and opportunities.

Donald Super offers the following definitions for some important concepts to consider in your career/life planning:

- **Career** means a course of events that constitute a life.
- **Career Awareness** means developing an inventory of one's knowledge, values and preferences.
- **Career Development** means the process of building the inventory of one's knowledge, values and preferences.
- **Career Decision Making** means the process of choice, entry, and adjustment related to one's career.

Theoretically, the more you recognize and understand about your knowledge, values and preferences for your roles as a

- family member
- community member
- citizen
- learner and worker or
- leisurite

the better prepared you will be for making decisions regarding those life roles.

"...it is important that each person pay some attention to being who they are. If the person you are (your identity) is quite aligned with the things you do (your career), your life generates vitality and you feel a strong sense of fulfillment and personal energy. If the things you do are quite different than the person you are, you will be exhausted by your existence, less fulfilled by your days."

Doug Manning, co-founder & CEO of Bridges
(publisher of the *Choices* suite of career guidance tools)



We hope that you enjoy this great adventure that is your life, and that you planfully fill in the gaps, create your own legend and that you do GET THERE.

Fly High by Focusing on Your Strengths



*On the next few pages, you'll find some very basic activities designed to help you **organize information about yourself** in some ways that can help you link to occupations that are potential "matches" for your interests and work values. In addition, you'll find out about learning styles, and maybe even identify your best strategies for learning new information and developing new skills.*

The idea behind trying these activities, and other more formal career assessment measures, is to gain a better understanding of who you are so you can make better career choices. After all, the more your job interests you, the more you are suited to your job, and the more the job meets your own personal expectations of what work should have to offer, the happier and more successful you are likely to be.

One key concept to keep in mind as you begin this exploration process is to **focus on your strengths**. In other words, pay attention to your high interests, the values you hold most dear, and the skills for which you've demonstrated high competency.

It just makes sense: most people want to work in occupations that are interesting to them, give them opportunities to use their skills, and support their work values.

Imagine having to head off to work every day to a job totally unrelated to your interests, where you performed tasks that required you to use skills you'd never mastered, and that violated your personal values.

By taking the time to explore your personal characteristics, you increase your chances of finding a career that meets *your* needs as well as an employer's.

In addition to the short activities presented on the next few pages, be sure to check out the more formal assessments of your interests, work values, skills and aptitudes available via the

Choices
PLANNER

DO THE MATH!



I wanted to be an astronaut in the same way that kids wanted to be a fireman, but I knew I didn't have the math.

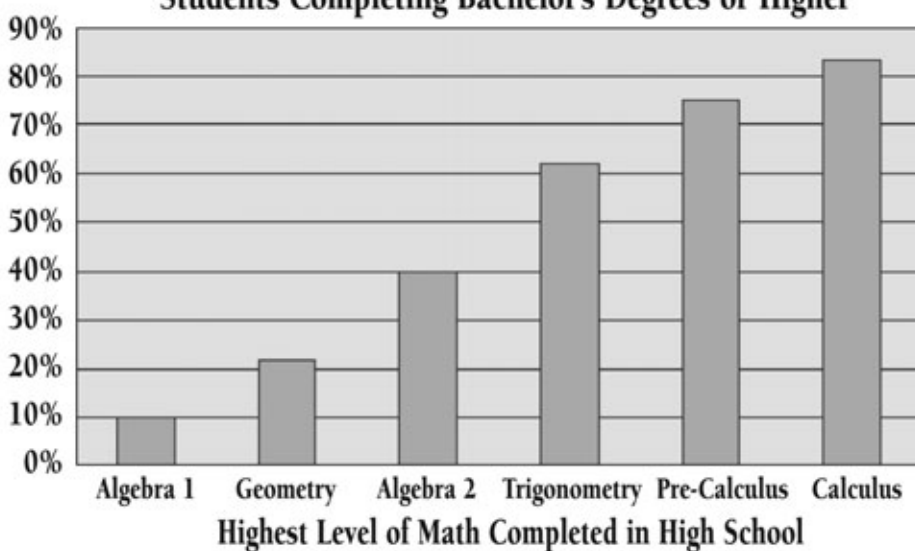
Tom Hanks
Readers Digest, August 2005

Dr. Lynn Jensen, Director
Utah Career Resource Network

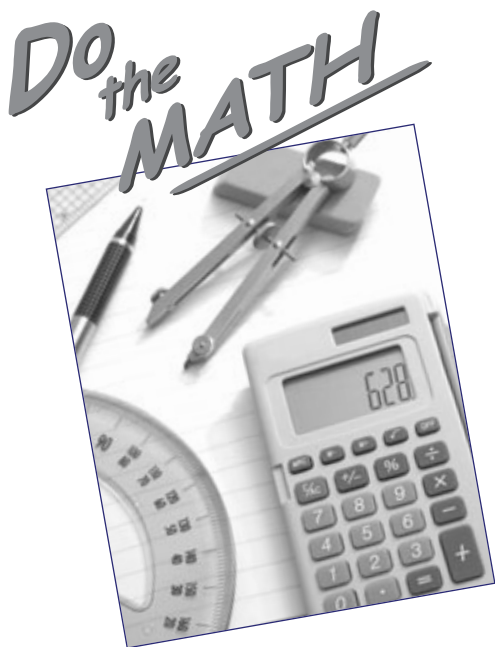
Don't let your dreams fade away because you don't have the math. Your willingness to take math courses throughout your high school career has a huge impact on the career options – both real and imagined – available to you. Taking math greatly improves your chances of completing a college education. (See chart below.)

Take a math class every year!

Students Completing Bachelor's Degrees or Higher



From data published in Postsecondary Attainment, Attendance, Curriculum and Performance:
Selected Results from the NELS: Postsecondary 88/2000 Transcript Study, 2000.



More Math . . .

Check out the average ACT math scores of Utah students who graduated in 2005:

Students who took only two math classes	19.4
Students who took three or more math classes in high school	21.9
Average female students' math score	20.3
Average male students' math score	21.8



How much of the difference between female and male scores might be explained by course-taking patterns?

Can You Name Your Skills?

The average high school graduate has hundreds of skills, most of which can be used to perform the work needed to do many different jobs. You use these skills every day to accomplish tasks at school and at home, at yet – somehow – most teens have difficulty listing even five of the skills they demonstrate on a daily basis.

What skills immediately come to your mind in response to: “What skills do you have to offer?”

Fortunately, most students have an easier time making a list of all the activities they’ve done in the past 24 hours, and that is a great way to start thinking of all the skills and abilities you possess that make it possible to complete those activities. An activity is – at the core – a demonstration of your skills!



People of all ages seem to have difficulty describing their skills and knowing how their skills could be applied in new situations. Knowing your skill set, how to talk and write about your skills, and how they can transfer from one job, workplace and career to another is important for career success.

In addition to the “Basic Skills” that you see listed here, you might want to think about these selected “Transferable Skills.”

If you can name five skills, and describe examples of how you have applied these skills at home, school, maybe even to paid job assignments, you will rise to the top of potential candidates – guaranteed.

LEADERSHIP: manage, supervise, organize, lead, entertain, train, evaluate, encourage, negotiate, cooperate and solve problems.

MOTIVATIONAL: motivate, energize, persuade, inspire, sell, teach, interpret, exchange and influence.

MANUAL AGILITY: make, repair, fabricate, process, test, manufacture, assemble and operate various products/machines/tools.

PHYSICAL: handle, carry, lift, move, balance, coordinate, support, drive, transport, load, run and play.

DATA: collecting, organizing, reviewing and analyzing.

COMMUNICATION: following instructions, documenting information, explaining, teaching, recording, answering questions.

To successfully communicate your skills, remember to:

- Use proper grammar
- Speak clearly
- Establish eye contact

When describing your skills to someone, it makes sense to give an example of how you’ve applied the skill to something you enjoy doing. It will help your enthusiasm and confidence shine through!

APPLY Your Basic Skills!

Do you have the basic skills you need to successfully navigate in the world of work? To get an idea of the skills you have now, and the skills you still need to master, complete the short checklist below. For a more complete picture of your skills you can try the "Basic Skills Survey" found in the Choices Planner program.

READING

- ☐ I can read and understand road signs.
- ☐ I can read and understand magazine and newspaper articles.
- ☐ I can read and follow instructions to set up a new computer.
- ☐ I can read and understand product labels.

WRITING

- ☐ I can write telephone messages that are understandable.
- ☐ I can write school reports well.
- ☐ I can write a newspaper article suitable for publication.
- ☐ I can write a letter of complaint that would get a response.

MATHEMATICS

- ☐ I know all the basic math facts (addition, subtraction, multiplication).
- ☐ I can determine whether I receive the correct amount of change.
- ☐ I am good with measurement and fractions.
- ☐ I know how to figure out the sale price from "20% off."

SCIENCE

- ☐ I understand basic electricity.
- ☐ I am familiar with human body systems.
- ☐ I know how to use scientific observation methods to support a belief.
- ☐ I can express my personal opinions on environmental issues.

My skills include:

1. _____

2. _____

3. _____

4. _____

5. _____

LEARNING STRATEGIES

- ☐ I enjoy learning.
- ☐ I know the ways I learn best (learning style).
- ☐ I am willing to try new ways of learning.
- ☐ I am committed to being a lifelong learner.

CRITICAL THINKING

- ☐ I can recognize statements of fact vs. statements of opinion.
- ☐ I can use logic to evaluate a situation.
- ☐ I can appreciate different points of view.
- ☐ I can help find possible solutions to a problem.

ACTIVE LEARNING

- ☐ I can ask questions to clarify my understanding of instructions.
- ☐ I am curious about world events.
- ☐ I know a variety of places to look for information.
- ☐ I can read an article on a topic of interest and apply it in my own life.

MONITORING

- ☐ I can set up a schedule to make sure I complete work on time.
- ☐ I can successfully proofread my reports and catch 99% of the errors.
- ☐ I can adapt to a change in plans in order to meet a goal.
- ☐ I use a variety of tools to help me track my progress.






Identify Your Career Interests

The next step in “Identifying Your Assets” is to consider how your interests relate to the world-of-work. This overview/checklist is designed to help you discover the group(s) of occupations most related to your interests, based on “Holland Codes.”




This is simply an activity, not a validated assessment measure.

For each of the six Holland Codes, check the statements that describe you.

 <p>UTAH CAREER FIELD: TECHNICAL</p> <p>“Holland Code” Realistic American Careers: Doer</p> <p>Compare yourself with the “Doers.”</p> <p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practical? <input type="checkbox"/> Self-controlled? <input type="checkbox"/> Mechanical? <input type="checkbox"/> Athletic? <input type="checkbox"/> Outdoors-y? <input type="checkbox"/> Peristent? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fixing things? <input type="checkbox"/> Operating equipment? <input type="checkbox"/> Using tools? <input type="checkbox"/> Solving practical problems? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with plants? <input type="checkbox"/> Take care of animals? <input type="checkbox"/> Build things? <input type="checkbox"/> Spend time outdoors? <input type="checkbox"/> Be physically active? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Doing paperwork? <input type="checkbox"/> Working closely with other people? <p style="text-align: center;">R =</p>	 <p>UTAH CAREER FIELD: SCIENTIFIC</p> <p>“Holland Code” Investigative American Careers: Thinker</p> <p>Compare yourself with the “Thinkers.”</p> <p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Precise? <input type="checkbox"/> Self-confident? <input type="checkbox"/> Logical? <input type="checkbox"/> Independent? <input type="checkbox"/> Scholarly? <input type="checkbox"/> Observant? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Solving math problems? <input type="checkbox"/> Understanding scientific theories? <input type="checkbox"/> Using a computer? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with ideas? <input type="checkbox"/> Conduct experiments? <input type="checkbox"/> Read professional magazines? <input type="checkbox"/> Work on your own? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intense physical activity? <input type="checkbox"/> Taking leadership positions? <p style="text-align: center;">I =</p>	 <p>UTAH CAREER FIELD: ARTS & RECREATION</p> <p>“Holland Code” Artistic American Careers: Creator</p> <p>Compare yourself with the “Creators.”</p> <p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Imaginative? <input type="checkbox"/> Original? <input type="checkbox"/> Emotional? <input type="checkbox"/> Expressive? <input type="checkbox"/> Idealistic? <input type="checkbox"/> A non-conformist? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working with designs and patterns? <input type="checkbox"/> Drawing or painting? <input type="checkbox"/> Writing stories, poems or music? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work on crafts? <input type="checkbox"/> Attend concerts or the theatre? <input type="checkbox"/> Dance? <input type="checkbox"/> Take photographs? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highly structured situations with a lot of rules? <input type="checkbox"/> Mechanical problems? <p style="text-align: center;">A =</p>
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NOTE: The descriptions used on these pages were adapted from the “Overview of Holland’s Vocational Personality Theory,” *O*Net Interest Profiler User’s Guide*, p.17, and from “What is My Personality Type,” *Delaware Career Compass 2005-2006*, p. 10.

AKA “Holland Codes”

 <p>UTAH CAREER FIELD: SOCIAL-HUMANITARIAN “Holland Code” Social American Careers: Helper</p>	 <p>UTAH CAREER FIELD: MARKETING & ADMINISTRATION “Holland Code” Enterprising American Careers: Persuader</p>	 <p>UTAH CAREER FIELD: BUSINESS OPERATIONS “Holland Code” Conventional American Careers: Organizer</p>
<p>Compare yourself with the “Helpers.”</p>	<p>Compare yourself with the “Persuaders.”</p>	<p>Compare yourself with the “Organizers.”</p>
<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kind? <input type="checkbox"/> Friendly? <input type="checkbox"/> Patient? <input type="checkbox"/> Understanding? <input type="checkbox"/> Forgiving? <input type="checkbox"/> Generous? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assisting other people? <input type="checkbox"/> Teaching/training? <input type="checkbox"/> Communicating thoughts and ideas? <input type="checkbox"/> Planning activities? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work in groups? <input type="checkbox"/> Give advice to people? <input type="checkbox"/> Do volunteer work? <input type="checkbox"/> Participate in meetings? <input type="checkbox"/> Provide service to others? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working with data? <input type="checkbox"/> Strenuous exercise? <p style="text-align: center;">S =</p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assertive? <input type="checkbox"/> Adventurous? <input type="checkbox"/> Ambitious? <input type="checkbox"/> Popular? <input type="checkbox"/> Extroverted? <input type="checkbox"/> Energetic? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leading people? <input type="checkbox"/> Convincing others to do things your way? <input type="checkbox"/> Selling things? <input type="checkbox"/> Making speeches? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start projects and see them through? <input type="checkbox"/> Earn recognition? <input type="checkbox"/> Be involved in politics? <input type="checkbox"/> Take risks for profit? <input type="checkbox"/> Have power or status? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working solo? <input type="checkbox"/> Repetitive, routine tasks? <p style="text-align: center;">E =</p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient? <input type="checkbox"/> Well organized? <input type="checkbox"/> Systematic? <input type="checkbox"/> Thrifty? <input type="checkbox"/> Polite? <input type="checkbox"/> Persistent? <p>Are you good at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attending to detail? <input type="checkbox"/> Keeping accurate and up-to-date records? <input type="checkbox"/> Working where there are strict standards? <input type="checkbox"/> Following procedures? <p>Do you like to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work where the lines of authority are clear? <input type="checkbox"/> Use office equipment? <input type="checkbox"/> Work with numbers? <input type="checkbox"/> Use computers? <p>Do you avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work where there are a lot of “judgment calls?” <input type="checkbox"/> Expressing your personal ideas? <p style="text-align: center;">C =</p>

Now total the number of checks for each code and record in the space by the letter at the bottom of each box. Write the codes associated with your 2-3 top “scores” below. This is your “Holland Code.” Check out the occupations that match your interests by consulting the Career Chart (pp. 37-62).

For a more accurate measure of your career interests, take the Interest Profiler in the

Choices
PLANNER

Using Your Personal Assets

Know the four basic steps that are the foundation of an effective study routine.

Studying is the process that is used to decide what to learn and what to remember and recall.

James F. Shepherd
www.howtostudy.org



Prepare and set goals.

This step includes such basics as:

- **Organizing** your learning materials
- Having a **physical space** that will support your learning – good lighting, background music (or silence – whichever works for you), work space
- Setting both short-term and long-term **goals**

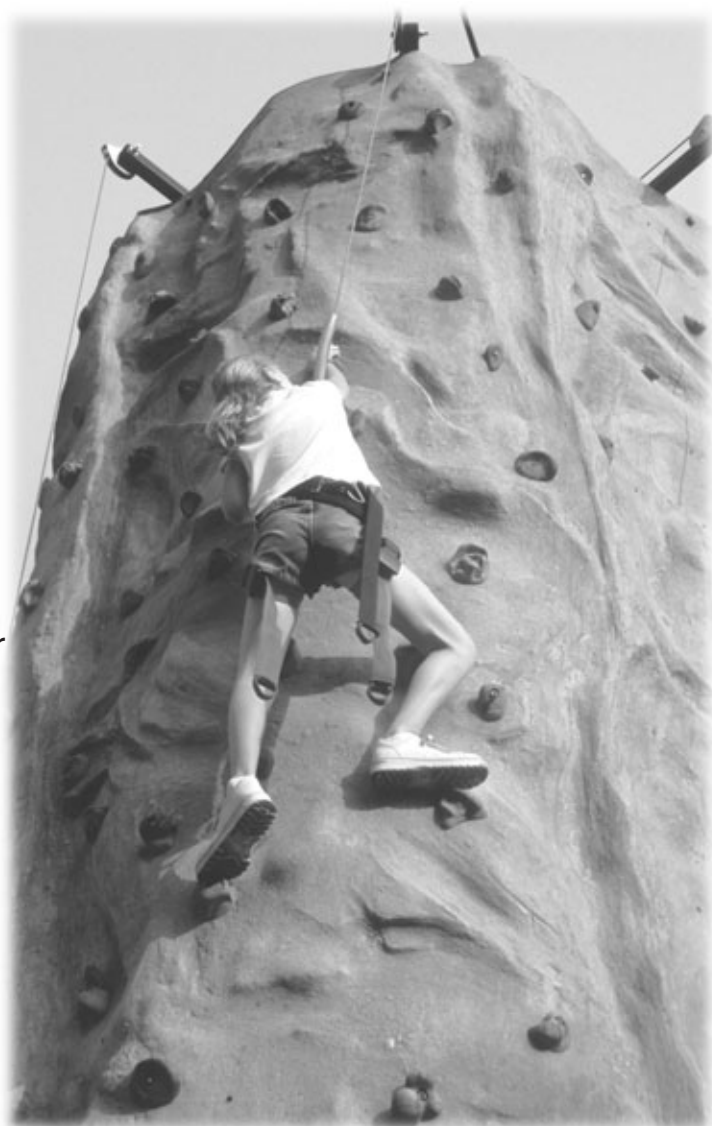
Get the info.

This is a critical step as it includes pulling together information from:



- **Listening** to lectures or other presentations
- Your **written notes**
- **Reading**
- **Research**

To do an effective job requires you to concentrate, and to make use of your time management and stress management skills.



Organize and process the information.

To organize and process information in a way that works for you, it is very helpful to know your **preferred learning style**. Check out the descriptions in the *Learning with Style* box for some hints about ways of organizing and processing information that will work for you.

to Study and to Learn

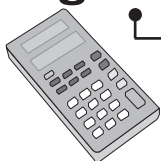


Demonstrating what you've learned.

In school this often means performing well on a **test**, but you might also be asked to do a **presentation**, participate in some type of **team project** or other activity that will validate your learning.

Learning with Style

Logistical / Mathematical



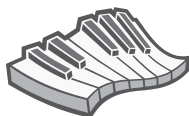
is activated in situations requiring problem solving and pattern recognition. You should categorize lists to study, use math formulas to problem solve, classify information and take notes in outline form.

Bodily / Kinesthetic

is awakened through physical movement. You should build, shape and create with your hands. Use objects to help you remember information, and move around as you practice.

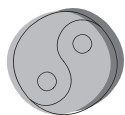
Musical / Rhythmic

is turned on by the effects of music and rhythm on the brain. You should create musical jingles to aid memorization. Read notes in rhythm and out loud. Study with music playing in the background.



Intrapersonal

is awakened in situations that require awareness of our feelings, thinking processes, and self-reflection. You should work alone and in a quiet, private space where you can reflect on new ideas.



Verbal / Linguistic

is stimulated by the spoken word, by reading, or by writing, as well as by various kinds of humor such as "plays on words," jokes, and "twists" of the language. You should read your notes, consciously seeing and saying the words out loud. You may also want to hear the information from a study partner or by listening to a tape.



Visual / Spatial

is triggered by active imagination through such things as guided imagery, and pretending exercises. You should visualize images in your mind, and use charts, graphs and pictures to illustrate important points.



Interpersonal

is activated by person-to-person encounters where effective communication and working as a team are important. You should share your study time with a focused partner. You should also participate in class discussions and compare notes with others.

Focus on Bioneers Focus on Bioneers



Focus on: Bioneers

What is a “bioneer?”

“Bioneer” is a newly coined term that combines “biology” and “pioneer” to describe a diverse group of people focused on finding solutions to a variety of human problems without negatively impacting the environment.

Rather than working to *conquer* nature, bioneers work to *learn* from nature. Examples of the types of questions being asked by bioneers are:

- How can I live a simpler and sustainable existence?
- How can I integrate recycling practices in my daily existence?
- What can I do to make the world a better place for my grandchildren?

Sample topics of interest to bioneers include:

- renewable energy
- alternative transportation,
- land planning for quality of life,
- living wages in a sustainable economy,
- air quality,
- practicing voluntary simplicity,
- environmentally and socially friendly business practices

The Wikipedia Definition

A bioneer is a pioneer with a land ethic that differs from that of colonialism (i.e., exploitation of resources), that being to increase biodiversity, conserve habitat for wild species, and practice precision agriculture.



Bioneers and Precision Agriculture

Precision agriculture requires the use of new technologies, such as GPS, sensors, satellites or aerial images, and information management tools. Precision agriculture may improve a field or farm management from several perspectives:

- agronomical perspective – e.g., better fertilization management
- technical perspective – better time management at the farm level
- environmental perspective: reduction of agricultural impact
- economical perspective: increase of efficiency

Bioneers and Sustainable Built Environments

Another arena in which bioneers are working to improve the quality of human life while protecting the environment is in building and architecture. For instance, a building could be designed to maximize the use of daylight and solar energy while minimizing energy consumption from non-renewable resources. Builders would look to reuse or recycle the materials used in construction. The landscape design would be consistent with natural surroundings.



Bioneers and Biomimicry

Janine Benyus, a well-known and respected bioneer, defines biomimicry as “a new science that studies nature’s models and then imitates or takes inspiration from these designs and processes to solve human problems.” Benyus’ book, *Biomimicry: Innovation Inspired by Nature*, is all about how humans could develop a high-tech, yet still sustainable civilization that could blend seamlessly into the Earth.

***Take care of the place that will
take care of your offspring.***

– Janine Benyus

Benyus points out that we have always copied nature in our technology. Looms were inspired by spiders, aircraft by birds, and computers by our own brains. Once inspired, however, we tend to accomplish our goals mechanically, without further thought or attention paid to nature’s ways.

Benyus points out that much of this century’s infrastructure – outmoded highways, energy and communications networks, water treatment facilities – are in need of replacement. She believes that nature’s blueprints could provide a foundation for their replacements. She sees no reason why we cannot develop a technology with far greater complexity and sophistication than anything we have yet invented that also supports a healthier, happier future for both humans and nature.

Work-Based Learning (WBL) Options



How many times have you sat in a classroom and asked:

“Why do I have to learn this?”

“When am I ever going to use this?”

“Would I want to make this job a career?”

High school WBL experiences provide answers to these often nagging questions. WBL experience will help you select a career wisely and prepare you realistically for the world of work. By working beside experienced professionals, you will learn what it takes to enter and be successful in your field of interest.

There are many ways for you to learn. You can learn in the classroom, but usually learning becomes even more meaningful when it is performed in a real work setting. High school WBL experiences provide an opportunity for you to relate what you are learning in school to the world of work and can provide you with the following skills:

- Time management
- Following directions
- Problem-solving
- Interpersonal communication
- Responsibility
- Leadership
- Ethics

Check below the WBL experiences you would like to participate in, and then talk to your counselor or WBL coordinator about the options available to you at your school:

<input type="checkbox"/>	Job Shadow Observing a worker for part of a day or for several days at the worker's job site. The experience is a short, unpaid exposure to the workplace in an occupational area of interest to you.
<input type="checkbox"/>	School-Based Enterprise Running a small business that is operated at your school, such as running the student store or organizing a fundraiser.
<input type="checkbox"/>	Internship An on-the-job work activity that complements your classroom learning. Usually non-paid.
<input type="checkbox"/>	Cooperative Work Experience Part-time employment at a job relating to your career choice, and in-school classroom instruction relating specifically and generally to the job and the world of work.
<input type="checkbox"/>	Apprenticeship On-the-job training combined with classroom instruction. An apprenticeship will last from two to five years, with only one or two years taking place while you are in high school.
<input type="checkbox"/>	Career Fair Employers representing various industry or career areas visit the school where they set up booths or displays for students to see and visit different demonstrations, hear presentations and talk to industry representatives.
<input type="checkbox"/>	Field Study A career awareness and exploration activity where groups of students visit community work sites or other settings. These short, on-site visits allow you to gain first-hand information related to specific topics of classroom study or areas of interest.

What is an APPRENTICESHIP?

Shannon Fischio, WBL Specialist
Utah State Office of Education

In the early 1600's an individual paid for an apprenticeship in order to learn and study for a specified period of time from a master craftsman. Thankfully apprentices today are no longer bound body and soul to their masters. They no longer live in a master's house and are not dependent upon a master for food, clothing, or money.

Today, apprentices are members of a production workforce as they train on the job and in the classroom. They are paid fair wages, work regular hours throughout the week, and live in their own homes while they learn the skills that will qualify them as professionals in their chosen fields.

Take the true/false quiz below and find out how much you know about apprentices/apprenticeships?

True	False	
<input type="checkbox"/>	<input type="checkbox"/>	At the age of 12, Benjamin Franklin's father paid his son James 10 pounds to teach the printing art to Benjamin.
<input type="checkbox"/>	<input type="checkbox"/>	Each year there are nearly one-half million registered apprentices in training in American industry.
<input type="checkbox"/>	<input type="checkbox"/>	Apprentices learn under the guidance of several experienced craft workers.
<input type="checkbox"/>	<input type="checkbox"/>	Apprentices learn skilled occupations such as: computer programmer, graphic designer, retail store manager, pharmacy technician, dental assistant, licensed practical nurse, electrician, aircraft mechanic, cosmetologist, interior designer, baker, and chef.
<input type="checkbox"/>	<input type="checkbox"/>	Today, apprenticeships last for eight years.
<input type="checkbox"/>	<input type="checkbox"/>	Today, apprenticeships are formal systems of training that can begin in high school.
<input type="checkbox"/>	<input type="checkbox"/>	Today, an apprentice will receive a work degree upon successful completion of the apprenticeship.
<input type="checkbox"/>	<input type="checkbox"/>	You must be 18 years of age to begin an apprenticeship.
<input type="checkbox"/>	<input type="checkbox"/>	You will not be paid for an apprenticeship.

True, True, False - only 1, True, False - two to five years, True, True, False - 16 years of age, False

How is an INTERNSHIP different from an apprenticeship?

Internships are experiences where students work for an employer for a specified period of time to learn about a particular industry or occupation. Internships are much shorter time than an apprenticeship – months rather than years. Internships are generally unpaid whereas apprenticeships are paid. Internships like apprenticeships extend formal classroom learning into the community.

For more information about WBL, including Apprenticeship and Internship opportunities, contact your counselor or WBL coordinator, and check out www.utahtraining.org

Job Applications

Tara Connolly
Utah Department of Workforce Services

An application is a tool an employer uses to determine your qualifications for a job. Since the employer most likely will not know you, the application might be thought of as the very first sample of your work that the employer sees. If you're going to shine, keep the following in mind!

- 1** The application should be neat and professional, printed in black ink. Check your spelling and grammar. Do not fold or wrinkle the application.
- 2** Include complete information. If something doesn't apply to you use N/A (not applicable). Do not leave blanks. And never write, "See résumé."
- 3** List the position desired. Be specific as possible. Never reply "any" or "open."
- 4** Be positive. Emphasize your positive traits. When asked for the reason you left your previous job, avoid terms like, "fired, quit, illness or personal reasons". Use more positive statements like, "looking for more responsibility".
- 5** Use "scale" or "negotiable" for salary requirements. "Scale" means that you expect to be paid what others in similar positions are being paid, but you want to hear what the employer has to offer. Never write in a specific wage; let the employer start the negotiations.

Tips for Applying Online

Online applications are becoming more and more common. Don't be intimidated by the electronic version. It is almost identical to filling it out by hand (except you won't have to worry about how nice your handwriting is). Keep these things in mind.

- 1** Copy and paste the application questions into a word processing document. Fill out the application in that format. Then transfer your information back into the online application. This allows you to use functions like word count and spell check.
- 2** Check to see that you will be able to save your work-in-progress and return to it later. If not, **make sure that you have plenty of time to complete it.**
- 3** Don't wait until the closing date to fill out your application. There will most likely be a high volume of users on the system and it may be slow going.



Tips for Applying Online (Cont.)

4


Remember that even though an application is online it still **requires the same level of attention to detail.**

5

Jargon you would use with friends in text messaging, such as using the initials "U R" instead of typing out the words "you are", **is not appropriate.**

References

References should be people who know you personally, and will be able to effectively tell a potential employer what type of an employee you will be. References are used in several ways; to verify your work history, to find out about your skills (especially your ability to communicate) and to get a sense of your work habits.



Contact your references in advance and ask them if they would be willing to be a reference. **Only use them if they sound very willing to do it.**

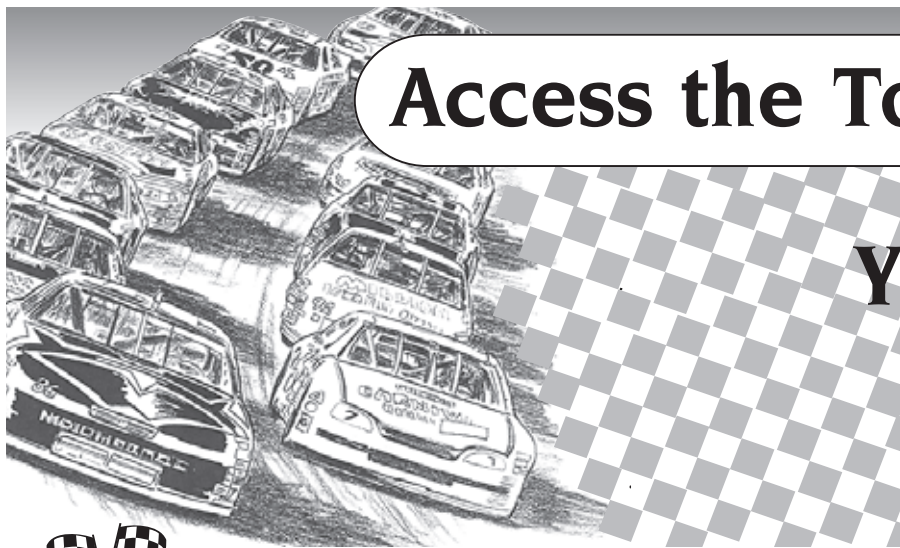
Contact only those people who will say good things about you and **are familiar with your character, work habits and are themselves good employees** (or employers).

Refresh their memories regarding the position you held or the activity you were involved in. It is also a good idea to give them a copy of your résumé, so they can see what you are telling the employer.

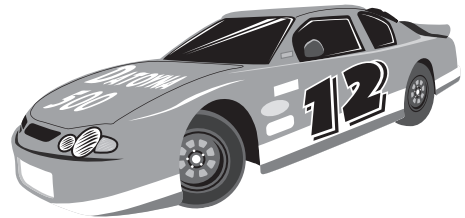
The phrase, "References available upon request" is **not necessary** to put on your résumé.

Do not provide references until asked. And **keep them on a separate sheet** of paper than your résumé.

For more information on applications:
<http://jobs.utah.gov/jobseeker/guides/apps.asp>



Access the Tools to JUMP-START Your Job Search



1. Get the details.

Prior to applying for a job, you should gather all the information you can about what the employer is looking for in a successful applicant. By understanding such details as:

- The skills required in the job;
- The related business or industry of the employer, you can tailor your job-seeking tools to highlight the personal characteristics that make you a good fit for the job.

Here are some suggestions that can help you get the details you need.

- Call the company directly and ask for additional information about the job.
- Check out the employer's website and/or Yellow Pages listing.
- Consult a professional association, labor union, or other membership organization with which workers in similar jobs would be associated.
- Link from the www.careers.utah.gov portal to resources such as the *Choices Planner*, *FirmFind*, and other "Investigate Careers" options. These resources have tons of detail on occupations, including what industries commonly hire workers in an occupation, the skills needed, average annual salaries, training requirements, and employers in Utah.



2. Target your résumé.

Armed with the details, you are now ready to develop a targeted résumé. A targeted résumé is a tool used by a job-seeker to line up his/her personal characteristics in a way that will help the potential employer visualize the applicant as a worker. In other words, you want to present a picture of yourself that matches the advertised job and the organization at large.

Though a targeted résumé needs to be customized for each job for which you apply, it contains all the same elements as any other résumé:

- A job objective,
- A summary of your qualifications, skills, and relevant experience,
- Employment history, and
- Education, including degrees, certificates and licenses.

Job-seekers with little or no work experience often organize their résumés around their education, skills and other qualifications, rather than experience and work history.

Tracy Anderson
3508 Fleetwood Drive
St. George, UT 84720
(435) 555-5555
TAnders@email.com

Objective: Entry level position in auto body shop / auto parts store with opportunities for future advancement.

Qualifications: Achieved Auto Body Certification (Career & Technical Education)
Participated in VICA and attended 2004 national conference
Competent in use of MS Office and have other computer skills
Skilled in providing customer service

Skills:

- Understand and apply safety practices
- Can demonstrate proper removal and installation of trim and hardware
- Proficient in MIG welding
- Ability to analyze damage accurately
- Can develop understandable estimate of repair cost to customers
- Effectively use technology in business communications

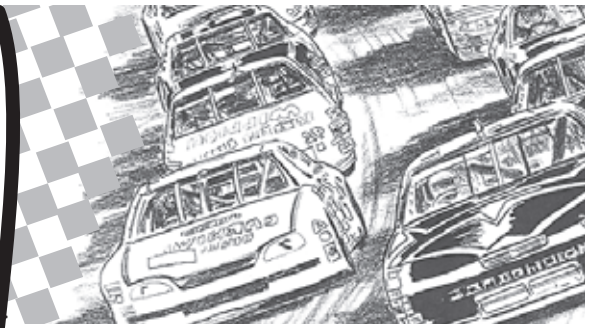
Education: General Education Diploma, 2004
Automotive Collision Repair, Certificate
Completed Business Communications I & II
Dixie High School

Experience: Delivery Driver, 2003-present
Pizza Hut

Other Activities: Compete in demolition derby exhibitions and help with necessary repairs in order to compete again. Have also been member of pit crew for a Las Vegas racing team.

References: Ryan Miller, Auto Body Instructor
rmiller@email.com or (435) 555-1111
Dixie High School

Monaca Noble, Supervisor
(435) 555-2222
St. George Pizza Hut



A job objective should state the position that you want and may include the name of the company to which you are applying.

The qualifications section should be a “one-minute commercial” to highlight your qualifications that match the company’s job advertisement.

Add specific details in the Skills section. Get hints about what is relevant to include by reviewing your skills certificates and by looking at detailed occupational profiles.

IF you list references in your résumé (not always advisable; see more on page 17), make sure your references are prepared to talk about your employability assets!



3. Write a cover letter.

Although your résumé informs the potential employer about what you have to offer, a cover letter is sometimes the determining factor as to whether or not the employer calls you for an interview. Since an employer can get hundreds of résumés a day, a cover letter may contain that one extra piece of information that the employer is looking for. A cover letter should:

- Convey your enthusiasm,
- Arouse the employer’s interest in your résumé,
- Show how your abilities address the employer’s need,
- Tell what aspects of the organization interest and motivate you,
- Express your desire for a personal interview, and
- Thank the prospective employer for his/her consideration of your employment.

Make Your Résumé SCAN -able

It is likely that human eyes may never see your résumé. Leading businesses and organizations of all sizes are using electronic résumé databases and imaging software to sort and track résumés. Here are the guidelines for writing résumés and cover letters that computers can read.

- Standard typeface, using Arial, Tahoma or Universe font in size 11 or 12.
- Avoid fancy treatments such as italics, underline, reverses, shadow, vertical or horizontal lines, graphics or boxes.
- Avoid two-column format or resumes that look like newspapers or newsletters.
- Documents should be saved as ASCII, plain text or in the employer’s requested format.



Flying High Through the Interview

The job interview is the most critical step in obtaining employment – and probably the most dreaded. You can alleviate much of your anxiety just by being prepared.

Be prepared to show **documents** to verify your employability (e.g., Social Security card), or education, certification or licensure.

Be prepared with all the details about the **time and place** of the interview so you can show up a little early and in the right location.

Be prepared by dressing appropriately. The interviewer's first impression of you will be based on your **appearance** – that's all there is in the very first moment. Smoking, chewing gum, or indulging in other behavior that might communicate your anxiety is **not** advised!

Be prepared to communicate through **body language**. You may want to practice a firm handshake and making eye contact. You might also practice "speaking" without talking. Have a friend

tell you what messages they are receiving. Watch your posture and try to communicate energy and enthusiasm, and your interest in what they have to say. Leaning slightly forward in your chair reinforces an image of you as interested and confident.

Be prepared to talk about your talents, skills and personal **qualifications**. If it helps, you can refer to your résumé to prompt articulate replies to questions about your education, job experience, career goals, etc. Practice answering the "sticky questions" (page 21) with a focus on the positive.

Be prepared to make a **graceful exit**. Thank the interviewer for his/her time, request permission to call in a few days to check on the status of the job, and smile as you say (in so many words), "I know I can do this job!"

When Calling to Arrange an Interview . . .



- ☐ Speak up, "loud and clear!"
- ☐ Ask to speak to the person in charge of hiring.
- ☐ Introduce yourself and try to help the other person remember your name.
- ☐ Get the names of everyone you speak to – and take notes!
- ☐ Tell the person why you are calling; be as specific as possible.
- ☐ Ask for an appointment for an interview.
- ☐ Don't forget to say thank you!

There's more interviewing help in the *Choices Planner*. Look for the "Getting Ready to Work" section under the WORK tab.

GETTING READY TO WORK

Do your research before you head out on the job hunt.

- [Resume Builder](#)
- [Job Interview Practice](#)
- [Cover Letter Creator](#)
- [Thank-you Letter Builder](#)

RECOGNIZE YOUR OPTIONS

our greatest strength?

I would definitely say that my greatest strength is my bird call imitations. I know that you really like to take me duck hunting, and I can sound exactly like a duck!

answer should communicate your interest in the job, and reassure the interviewer that you have the skills and experience needed to do the job.

6. What is your greatest weakness?

IMC: Caffeine! I would kill for a cup of coffee right now...

YOU:

7. Do you have experience or training that relates to this job?

IMC: No, not really. But, how hard can it be?!

YOU:

8. What high school classes did you like the best?

IMC: To be honest, my favorite courses were things like golf and tennis; classes that were a bit more flexible when it came to showing up regularly, and the grades were simply pass/fail.

YOU:

9. What kind of salary are you expecting?

IMC: How much can you pay?

YOU:

10. Do you have any questions for me?

IMC: Yeah, like, when do I start?

YOU:

Answers to crossword page 27.

Student Planning Guide

Worker Rights for YOUTh!

You just got your first real job and are excited about earning your own money, but nervous about understanding the rules, meeting expectations, and working well with co-workers and supervisors. It is important that you know and understand your rights as an employee. Check out some of the federal rules and regulations that you need to be aware of.

Employees Rights and Laws

How much do you know about your rights as an employee?

Take the quiz below to learn about your rights.

	YES	NO
1. Minimum wage is \$5.15 per hour.		
2. Your employer may deduct from your wages for breakage, cash shortages, tools and uniforms.		
3. In most jobs, you must be given at least a 30 minute unpaid meal period after five hours of working. In most jobs you are also entitled to a 10 minute break every four hours.		
4. If you are fired or laid off, your employer must immediately pay you all the wages you have earned. If you quit or resign, your final paycheck should be paid on the next regular payday.		
5. You have the right to a safe workplace. You can't be required to perform dangerous jobs.		
6. If your employer calls you into work but has no work for you when you arrive and ends up sending you home, your employer is only required to pay you for the actual hours you were required to be present and/or working.		
7. The minimum age for employment in most industries is 14 years of age. Youth 15 and 16 may work outside school hours in various non-manufacturing, non-mining and non-hazardous jobs.		
8. 18 year olds may work in any job for unlimited hours.		
9. It is okay for a 15-year-old non-agricultural teen employee to work standing on a ladder.		
10. It is okay for a 15-year-old non-agricultural teen employee to operate a meat-slicing machine.		

For more information about *Youth Worker Rights* visit the Web sites below.

- <http://justforyouth.utah.gov/employment.htm>
- <http://www.youthrules.dol.gov/jobs.htm>
- <http://www.osha.gov/SLTC/teenworkers/>

*Adapted from: Utah Department of Workforce Services,
Tips for Teens – How to Get and Keep a Job, and
U.S. Department of Labor, Youth 2 Work – Teen Workers
By Susan Thomas, Career & Technical Education,
Utah State Office of Education*




With working comes many responsibilities. As an employee you are a reflection of your employer and it is important to appropriately represent that employer. Remember to do the following and you will be a successful employee.

- Be prepared!
- Be on time, everyday
- Work hard and take initiative
- Listen carefully to instructions
- Ask questions
- Complete your assignments on time
- Have a positive attitude
- Learn from your mistakes

Moving Out on Your Own . . .

Can You Afford It?

Use this worksheet to compare your spending (or anticipated spending) to the average household.

Item	Considerations	U. S. Monthly Average	Your Monthly Average
 Food at home	Will you be feeding more than 2.5 persons in your household? Are you likely to include gourmet foods in your menu, or will you stick to budget foods?	260.75	
Food away from home	Do you like dining out at restaurants? Do you enjoy the convenience of fast food?	184.25	
Housing	Will you live in a small, basic house or are you hoping to build your dream home?	1119.33	
 Apparel and services	What types of clothing will you need and want? Do you think you will go to a hairdresser or access other personal services more often than the average?	136.66	
Transportation	This amount needs to include car payments, insurance, fuel, etc. for all the vehicles that will be in your household.	648.42	
Health Care	What health care benefits – if any – will be provided by your employer?	201.33	
Entertainment	Will you be going out more often than the average person? Will you be entertaining business associates or hosting parties?	171.67	
 Personal Insurance, Pensions	How many people will there be in your household? What types of insurance will you need? What will be adequate to be saving towards retirement?	337.92	
Misc.	Will you be saving something “for a rainy day,” a new car, a special vacation, home improvement projects, etc?	341.17	
YOUR TOTAL MONTHLY SPENDING (actual or anticipated):			

*Based on results of 2003 Consumer Expenditure Survey, U. S. Bureau of Labor Statistics. The average household includes 2.5 persons, 1.3 wage earners, and 1.9 vehicles. Before tax income for an average household was \$51,128.

GROSS PAY vs. NET PAY

Remember that the earnings information for occupations is generally expressed as **gross salary**, but when you look at your paycheck stub, you may be in for a rude awakening. Approximately 30% of that gross pay will be deducted. What's left is your **net pay**. For example, if your gross pay is \$1,500.00 monthly, your monthly pay check would be just \$1,050.00. In addition to actual dollars, you should also consider the **benefits** paid by an employer. Such things as paid holidays, sick leave, and pension plans can make a big difference in your expenses.

Deductions from your check will likely include:

- Federal taxes
- State taxes
- Social Security
- Insurance
- Retirement Plan

Multiply your total **monthly spending** by 12 so that you can compare your spending to your anticipated earnings.

\$

Have you reviewed earnings information for your occupation(s) of choice? Will your occupation(s) support your anticipated lifestyle?

Utah State Office of Rehabilitation

Mission: To assist and empower eligible individuals with disabilities to prepare for, achieve and maintain meaningful employment and increase his or her independence.

High school students with disabilities frequently leave school without marketable skills or the ability to function independently. Through assistance, planning and training, individuals with disabilities are empowered to live independently after high school.

Eligibility for Vocational Rehabilitation services:

- The presence of a physical or mental impairment which constitutes a substantial impediment to employment, **or**
- The individual requires vocational rehabilitation service to become gainfully employed.



Vocational Rehabilitation Serves all Types of Disabilities, including:

- Deaf & Hard of Hearing
- Blind & Visually Impaired
- Mental, Cognitive & Learning Impairments
- Mobility, Orthopedic, & Neurological Impairments
- Respiratory and Other Physical Impairments

Eligible individuals work in partnership with his or her counselors to assess their rehabilitation needs, set vocational goals and develop an Individualized Plan for Employment (IPE) that outlines the steps and resources for meeting their goals.

Services Offered: A variety of services are available to individuals according to their personal needs and objectives, including:

• *Counseling and Guidance*

A vocational rehabilitation counselor will provide support and will assist individuals as they work toward reaching their job goals.

Last year, 2,817 individuals with disabilities were successfully employed. As a result of employment, these workers had their weekly earnings increase by 475%.

• *Medical Psychological Treatment*

A doctor or therapist may get involved to help ensure a successful employment outcome.

• *Training and Education*

There are a number of training options that may be utilized:

- o On the Job Training
- o Self-Employment
- o Supported Employment
- o Short-Term, Vocational Training
- o College or University-based Education

• *Job Placement*

When an individual is ready for work, the counselor helps determine what services may be needed to obtain a job. These services could include:

- o Job Coaching
- o On-the-Job Training
- o Referral to an employment service such as Choose to Work, or the Utah Department of Workforce Services.

• *Assistive Technology*

Services include assessment, modification and the purchase of adaptive devices and equipment (e.g. special computers or devices).

Independence is the anticipated outcome of all services offered through the Utah State Office of Rehabilitation
www.usor.utah.gov
1-800-473-7530

Check Out the Military!

Options for both Education *and* a Career



No longer is the choice between the military or college. Now it can be both!

The military provides a wide range of educational opportunities to service members in each branch of the military. An education will give you an advantage in everything you do, both in the military and in a civilian career. While in the military you have the opportunity to study in advance of your service, during, and after your military commitment and each branch offers numerous programs to help pay the costs.

Here are just a few examples of **what the military can do for you:**

- Job Training
- College Education Assistance – up to \$50,000
- Tuition Assistance – 100% for approved courses
- Federal Student Loan Reimbursement – up to \$65,000
- Regular Pay, Non-taxable Allowances, and Promotions
- Paid Vacation – 30 days per year
- Free Health Care
- Life Insurance
- Thrift Saving Plan – retirement and investment plans
- Retirement and VA benefits – for you and dependents

Each branch of the military has a unique range of skills you can earn. Many of the jobs available have **civilian equivalents**, meaning you can take your skills beyond the military into a successful career, e.g., Department of Labor apprenticeship certification. Applicants must be in good physical shape, must have a record of good citizenship, and must complete the Armed Services Vocational Aptitude Battery (see below).

The Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a multiple-aptitude assessment designed to help you understand your strengths, weaknesses, and career interests so that you can explore those opportunities that are the best match for you. A few quick facts:

- There is **no charge** to take the test.
- Taking the test **does not** automatically qualify nor enlist you in the military.
- 63% of those who took the test said it **helped them consider careers** they had not thought of before.
- There are **eight subtests**; e.g., General Science, Math Knowledge, Paragraph Comprehension.
- There is **no lengthy preparation** to take the ASVAB.
- Your ASVAB scores **can be entered into Choices** to help you search for the occupations – both civilian and military – that match your measured abilities.

For more information about the ASVAB, contact your school counselor, or visit <http://www.asvabprogram.com>

Military Info on the Web

www.myfuture.com

Air Force

www.airforce.com

Army

www.goarmy.com

Coast Guard

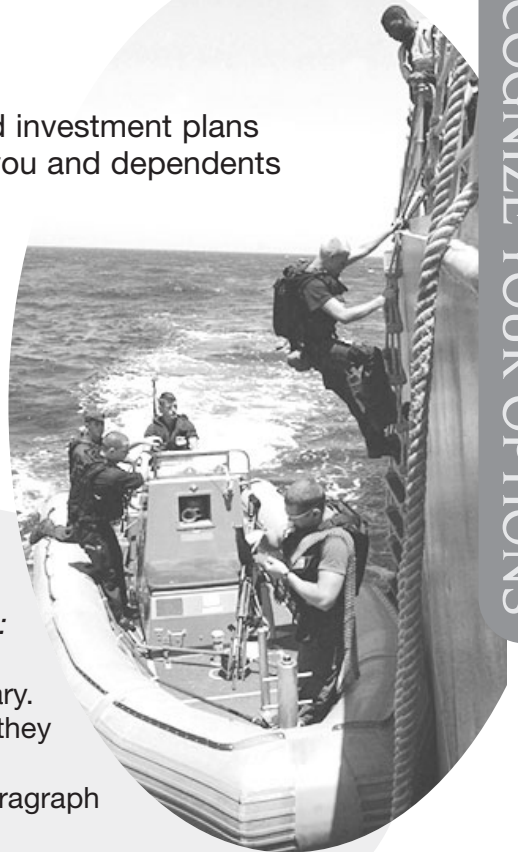
www.gocoastguard.com

Marines

www.marines.com

Navy

www.navy.com



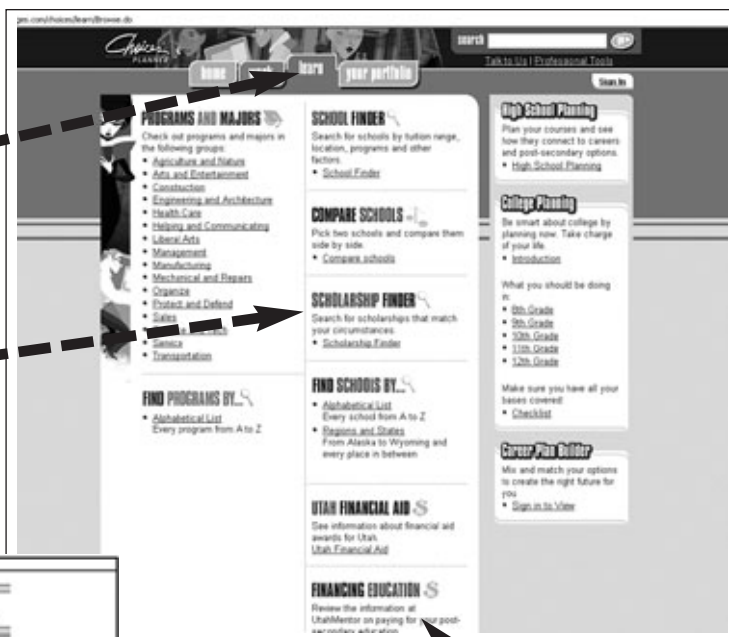
RECOGNIZE YOUR OPTIONS

Use Choices to Find Financial Aid!

The Choices Planner web-based career guidance program is available to virtually every high school student in Utah. Follow these steps to discover potential sources of funding for your education.

1. Sign in to your **Choices Planner** portfolio (www.portfolio.bridges.com) so that the sources you identify will be saved for you. Click on LEARN tab.

First check out some sources of financial aid that do not need to be paid back by clicking on SCHOLARSHIP FINDER. You'll complete a series of questions to help identify the characteristics you have that may qualify you for a scholarship.



2. Now click on the FINANCING EDUCATION link to see the financial aid information in UtahMentor.

You can link to a financial aid calculator, FAFSA on the web, and many other helpful resources.

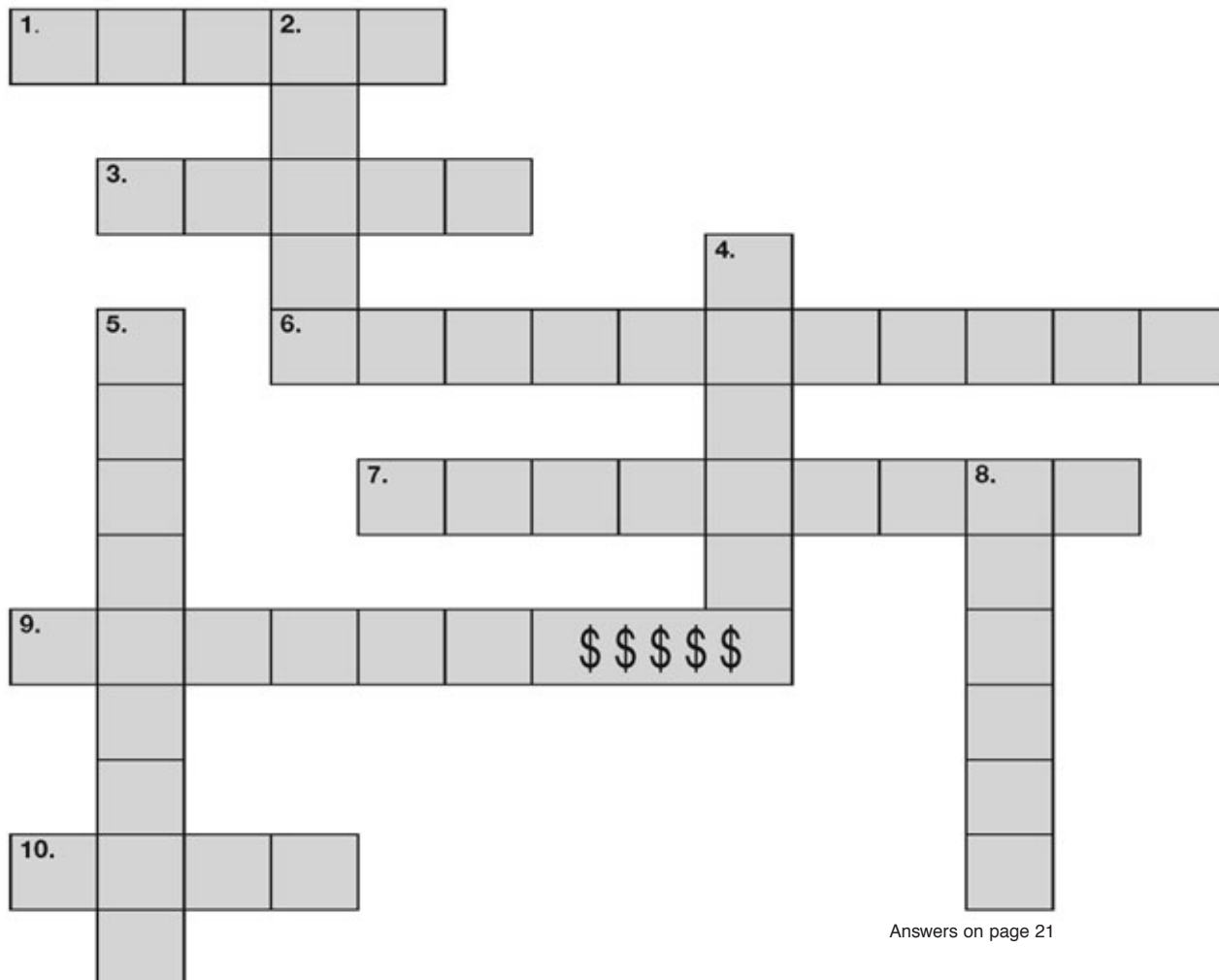
UtahMentor offers this financial aid checklist:

1. **Determine how much money you will need** for college. Remember to include the costs beyond tuition, such as room and board, books, lab fees, student membership fees, and spending money, etc.
2. **Apply for grants/scholarships** for which you may be eligible.
3. **Fill out and submit the FAFSA (Free Application for Federal Student Aid)** as soon as possible after January 1.
4. Based on your Student Aid Report (developed on basis of your FAFSA), schools will create financial award packages. **Choose the package and college that's right for you.**
5. If a student loan is part of your financial aid award, you can apply online through **UHEAA OneSource** ([via www.utahmentor.org](http://www.utahmentor.org)) and get the best borrower benefits.



Financial Aid - Puzzling it Out

Fill in the blanks, complete the puzzle! Demonstrate your knowledge of the financial aid resources available to you.



Answers on page 21

Financial aid is the money you receive from a variety of sources to cover the **10** of **5** beyond high school. The good news is that, regardless of income, most people are eligible for some form of financial aid to assist them in earning a college **8**.

To **1** for financial aid, a student – with help from parents – will need to create a school budget, complete their income tax forms, fill out and submit the Free Application for Federal Student Aid (**4**), get an electronic pin number from the U.S. Department of Education, and check with colleges about their **9** financial aid programs.

Types of financial aid include:

- 2** - a form of aid that must be repaid with interest, such as the T. H. Bell Teaching Incentive.
- 3** - a need-based aid that does not have to be re-paid, such as the Federal Pell Grant and the Leveraging Educational Assistance Partnership (LEAP) state grant.
- 6** - aid does not have to be re-paid, but generally this is a source reserved for students with special qualifications such as high academic achievement or a talent.
- 7** - provides students with employment opportunities so they can earn at least a portion of the money required to attend school.

Brian McGill
Utah Higher Education Assistance Authority

The ABC's of Choosing

Postsecondary schools are located in large cities, in suburbs, and in small towns throughout the country. Some are public institutions and some are private. Some enroll thousands of students; others have just a few hundred. Some have diverse student populations and some focus attention on specific types of students. The type of institution best suited to you will depend on your needs and preferences. You can start your investigation by considering these questions. Unscramble the bolded words in parenthesis below to learn the ABC's of Choosing a Postsecondary School.

A What do you hope to _____ (**ECIEHAV**)?
Think about your dreams and aspirations, and think about how a postsecondary school might help you accomplish your goals.
What are the _____ (**SDSIOMASIN**) requirements?
Make sure you have completed any high school prerequisites and required tests.
How is the school _____ (**CEIDCADTRE**)?
Federal financial aid will only be available to students attending schools that are recognized by the Secretary of Education. To check the status of a potential school, you can call the student Financial Aid Information center at 1-800-4FED-AID.

B What are the _____ (**FENETISB**) of each college, university, or trade school that you are interested in?
Explore how each school will help to reach your goals.

C How long does it take to earn a _____ (**TCAFIETCERI**) or **DEGREE**?
Find out before enrolling in any program! Make sure you know if the timeframe means full-time or part-time attendance.

D What is the _____ (**UDORPTO**) rate?
A high rate may indicate student dissatisfaction. Ask about refund policies for courses not completed.
What is the loan _____ (**ALFDEUT**) rate?
A high rate suggests that either students are not completing their training or are unable to find jobs when they graduate.

E What kinds of _____ (**TCADENLOUIA**) **PROGRAMS** are offered?
Ask about their best-known or specialty programs and types of certificates or degrees offered.
_____ (**VLTEAUAE**)
Carefully assess the postsecondary school(s) you plan to attend and the programs in which you intend to enroll.

F What _____ (**CTIAFLSIEI**) are available at the school?
Consider the quality of the classrooms, libraries, and computer centers. If you plan to live on campus, visit the dorms to see living conditions and meal arrangements.
_____ (**NLFAICNAI**) **ASSISTANCE** and scholarships
Look in *Choices Planner* under the LEARN tab for the financial aid section – including the free Scholarship Finder!

G What _____ (**RUEGADAT**) follow-up information is available?

- Get job placement rates for program completers. If people are working in an area unrelated to their major, that's a problem.
- Are career and placement services available to students?
- If you're looking to transfer from a 2-year college or a 4-year school, ask how this can be accomplished. Ask about the transfer rate from/to other schools.

What do recent _____ (**DARSTAEGU**) have to say about their experience at the school?
Schools should give you the opportunity to talk to alumni who can share their own impressions.

a Postsecondary School

H Have you done your _____ (WMOERKHO)?
You may be spending several years of your life and thousands of dollars on obtaining the education you seek. Investigate carefully and make sure you choose the best place for you.

I Have you gathered as much _____ (AFINMOROINT) as you can about each school in order to make a good decision?
You can learn a lot by visiting the Web sites of the schools you are interested in.

J The average college graduate changes _____ (SOJB) once every three years and changes career fields two or three times in their lifetime, according to the U.S. Department of Labor.
As you pursue your postsecondary education it is important to keep flexible and develop a broad set of skills and areas of knowledge that can be transferred from one field of work to another.

K What _____ (EKY) **SKILLS** do you want to develop?
Depending on what your interests are, different schools will have a variety of programs available that will give you the critical skills you will need in your career. Make sure to choose the school that will help you develop the skills that are critical to your further study and career.

L What is the _____ (GELHNT) of time the institution has been in operation?
Where is the _____ (COTNILAO) of the college, university, or trade school? Is the school in a rural community, a small town or a city?
Where the school is situated is an important consideration when it comes to housing, transportation and access to off-campus activities.

M Do you have a specific _____ (OJMRA) in mind?
Choosing a college, university, or trade school program is best done through research, connecting with people and matching interests and abilities to course selection.

N What are your _____ (ESNDE)?
Think about what you expect from your postsecondary education. Make a list and match each one to the school you may be interested in.

O Do you want to attend school In- or _____ (TOU-FO-EATST)?
Do the colleges, universities, or trade schools in your home state offer the degree, activities and meet other criteria you consider important?

P Do you want to attend a _____ or _____ (BPCIUL) or (VREPTAI) school?
State-supported schools generally have less restrictive admission requirements and cost less than private schools. Private schools generally have smaller classes.

Q Ask a lot of _____ (SOUTQNEIS)!
Many questions can be answered by consulting *Choices Planner* (LEARN section). You can pick up admissions information, find out what programs are offered, link directly to schools' Web sites and more.

R Have you done your _____ (HSERACER)?
The more information you have, the easier your decision of choosing a postsecondary school will be.

S Do you prefer a small or a very large _____ (OHLCOS)?
At large universities, you may be in classes that range from 25 to 500 students. At small colleges, classes usually range from five to 100 people.
Do you want to _____ (USYDT) full-time/part-time/by distance learning, at home or away from home?

Choosing a Postsecondary School Cont.

T Have you taken the necessary college assessment _____ (STSTE)?
The PSAT, SAT, and ACT are basic aptitude measures that reflect your levels in mathematics and English-related skills. Find out which tests you need to take and read books on how to best maximize your score. The higher your score the better your college options will be.
Postsecondary education is a big investment of _____ (MITE) and money.
Make sure that you get the best return on this investment by making informed decisions.

U What do _____ (OYU) want from a college, university, or trade school?
Not all colleges, universities, or trade schools offer every field of study, so choosing an area of study will help narrow down your school options.

V If possible, _____ (ITVSI) the campus of the school(s) you are interested in.
Obtain as much written information as you can about the school, including catalogs, guidebooks, pamphlets and admission forms. Inquire about teacher qualifications, classes, tutoring, labs, counseling, job placement, recruiting events and other student services.

W Check out this _____ (BTIEWES) for valuable information about careers in Utah, including an extensive list of employers in the state and current job openings.
www.careers.utah.gov

X Get _____ (RXATE) credit.
Each school has its own policy on what transfer credit it will accept. If you want to know whether credits will transfer from one school to another, always check with the school that will receive the credits.

Y How many _____ (ASEYR) will it take to receive your degree?
The length of time it will take to complete your education and receive your degree will vary, depending on the type of school you attend and the degree you pursue.

Z From Agriculture to _____ (OLGYOZO), does the school offer a program in the area of study you are interested in?
Look at the school's Web site, read the catalog, and talk to a school counselor.

*Adapted by Susan Thomas, Career & Technical Education, Utah State Office of Education from
Preparing Your Child for College, a publication of the U.S. Department of Education,
and information in the Choices Planner (Utah CIDS)*

Jobs that Require a Postsecondary Education

One of the best things about getting a postsecondary education is that you have more jobs to choose from. Listed below are some sample jobs and the level of education generally required.

Two-Year Degree	Four-Year Degree	More Than Four
Computer Technician Surveyor Registered Nurse Dental Hygienist Medical Lab Technician Commercial Artist Hotel/Restaurant Manager Engineering Technician	Teacher Accountant FBI Agent Engineer Journalist Computer Systems Analyst Dietitian Investment Banker	Lawyer Doctor Architect Scientist University Professor Management Consultant Veterinarian Public Policy Analyst

UtahMentor's "Facts at a Glance 2005-06"

www.utahmentor.org/Select

Institutions	Fall 2004 Total Enrollment	Certificates / Degrees Offered	Fall Admission Deadline / Application Fee	Other Admissions Requirements	Under- graduate Student / Teacher Ratios	05-06 Tuition & Fees (2 sem @ 15 credits each)	On-Campus Avg. Housing	Off Campus Avg. Housing	Financial Aid Priority Deadline	Scholarship Application Deadline
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PUBLIC INSTITUTIONS

College of Eastern Utah www.ceu.edu 435-637-2120	2,650	9 Month Certificate / Associates	Open / \$25	HS Diploma or Equivalent / ACT or COMPASS	17:1	\$1,980	\$1,990	\$2,800	February 1 FAFSA	March 1
Dixie State College of Utah www.dixie.edu 435-652-7500	8,564	Certificates / Associates / Bachelors	Open / \$35	HS Equivalent / ACT / SAT / COMPASS	19:1	\$1984	\$2488 w/ meal plan	\$1800	Ongoing	Ongoing
Salt Lake Community College www.slcc.edu 801-957-4111	24,740	Certificate/ Associates	Open/\$35	ACT or CPT	21:1	\$2,312	N/A	\$8,100	April 1	March 1
Snow College www.snow.edu 800-848-3399	3,400	9 Mo Certificates/ Associates	Open/ \$30	HS Equivalent/ ACT or SAT	18:1	\$1996	\$1200	\$1700	June 1	March 1
Southern Utah University www.suu.edu 435-586-7700	6,672	Certificate/ Masters	One week prior to Start of School/ \$35	High School Diploma/ACT or SAT	21:1	\$3358	\$1866	\$1866	ASAP	February 1
University of Utah www.utah.edu 801-581-7200	28,933	Bachelors / Masters / Doctorate	Priority: Dec 15; Deadline: Apr 1 / \$35	18 ACT, 2.6 GPA, 95 Index	15:1	\$4,298	\$5,422	\$8,334	March 15 FAFSA	February 1
Utah College of Applied Technology (UCAT) www.ucats.org	51,646 (a)	Competency Based / Associates (b)	Varies by Program / Campus	None	Varies by class	UT HS Students: \$0 (c); Adults: \$1.15/clock hr (d)	None	None	Varies by program	Varies by program
Utah State University www.usu.edu 435-797-1000	23,908	Certificate/ Doctorate	April 1 / \$40	90 Index 19 ACT 2.5 GPA	19:1	\$3,672	\$2,200	\$2,042	ASAP	February 1 Priority Deadline
Utah Valley State College www.uvsc.edu 801-863-800	24,149	Certificate / Associates / Bachelors	Aug. 15	HS Transcript / ACT	23:1	\$3,022	N/A	\$5,912	May 1	Feb.1
Weber State University www.weber.edu 801-626-6000	18,498	1 yr cert / Master's	Open / \$30	N/A	22:1	\$3,166	\$2,880	N/A	March 1	February 1

PRIVATE INSTITUTIONS

Brigham Young University* www.byu.edu 801-422-4636	29,000	Bachelor's thru Doctoral	Feb 15 \$30	HS transcript ACT or SAT Interview	16:1	\$3,410 LDS \$5,116 Non- LDS	\$5,790	\$5,790	None	Jan 15 (Presidential) Feb 15 (all others)
LDS Business College* www.ldsbc.edu 801-524-8145	1,265	9 Mo. Cert./ Associates	Open/\$30	HS Equivalent/ Interview	20:1	\$2,480 LDS \$3,720 Non- LDS	\$2,236	\$4,050	None FAFSA	February 15
Westminster College* www.westminstercollege.edu 800-748-4753	2,448	BA/BS/Masters	Rolling /\$40	HS Equivalent ACT/SAT	11:1	\$19,730	\$3,950	\$5,932	FAFSA April 15	Feb. 15 (Exemplary Achievement) May 1 (Priority)

(a) Enrollment figures for UCAT fluctuate due to open-entry/open-exit policies.

(b) Allowing for progression at own pace.

(c) Based on full-time enrollment. Some programs and training cost more due to industry standards or equipment/materials needs.

The Utah College of Applied Technology

UCAT Central Administration

Board of Regents Building, The Gateway
60 South 400 West
Salt Lake City, Utah 84101-1284
(801) 321-7183 www.ucats.org/

Students who are interested in furthering their post-high school education but do not want to go to a traditional four-year university may be interested in looking into the **Utah College of Applied Technology**. Currently there are nine regional centers that comprise the Utah College of Applied Technology and each of these centers works specifically with the businesses and industries within their regions to provide the most **marketable, up-to-date training** possible.

Based on an **open entry** format, the colleges assist students in beginning course work at any point in time that is convenient for the student. The **open exit** policy allows students to receive their certificates of completion as soon as they prove their competency, rather than having to wait for a specific graduation date.

Another significant benefit to enrolling in a regional ATC is that there is absolutely **no fee for high school students**. Students who choose to register at the UCAT after high school graduation will find that the tuition and fees for the training are extremely low compared to other educational institutions.

Bridgerland Campus
1301 North 600 West
Logan, Utah 84321-3228
(435) 753-6780
www.bridgerlandatc.org

Davis Campus
550 East 300 South
Kaysville, Utah 84037
(801) 593-2500
www.datc.net

Dixie Campus
55 South 900 East
St. George, Utah 84770
(435) 652-7730
www.dixieatc.org

Mountainland Campus
987 South Geneva Road
Orem, Utah 84058
(801) 863-6282
www.mountainlandatc.org

Ogden-Weber Campus
200 N. Washington Blvd
Ogden, Utah 84404-4089
(801) 627-8300
www.owatc.com

Salt Lake/Tooele Campus
1655 East 3300 South
Salt Lake City, Utah 84106-3305
(801) 493-8700
www.sltatc.org

Southeast Campus
375 So. Carbon Ave. A-3
Price, Utah 84501
(435) 613-1438
www.seatc.org

Southwest Campus
510 West 800 South
Cedar City, Utah 84720
(435) 586-2899
www.swatc.tec.ut.us

Uintah Basin Campus
1100 East Lagoon Street (124-5)
Roosevelt, Utah 84066
(435) 722-4523
www.ubatc.org

UCAT offers certificates in many areas such as:

- Diesel Mechanics
- Practical Nursing
- Cosmetology
- Drafting
- Dental Assisting
- Computer Use and Programming and more!

Prospective students should also check out the two-year Associate's Degrees in the areas of:

- Computer Assisted Drafting
- Information Technology
- Medical Assisting



Utah Public Colleges

All of the colleges listed below are open access, comprehensive community colleges with a mission of providing general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs.

College of Eastern Utah

451 East 400 North
Price, UT 84501
ph: 1-800-336-2381
or (435) 637-2120
www.ceu.edu

and

CEU – San Juan Campus

639 West 100 South
Blanding, UT 84511
ph: (435) 678-2201 X 115 or 124
www.sjc.ceu.edu

Dixie State College

225 South 700 East
St. George, UT 84770
ph: (435) 652-7500
www.dixie.edu

Salt Lake Community College

P.O. Box 30808
4600 South Redwood Road
Salt Lake City, UT 84123
ph: (801) 957-4111
www.slcc.edu

and

Skills Center Division of SLCC

1575 South State
Salt Lake City, UT 84115
ph: (801) 957-3354
SLCC is an urban,
multi-campus college

Utah Valley State College

800 West University Parkway
Orem, UT 84058
ph: (801) 863-4636
www.uvsc.edu

Snow College

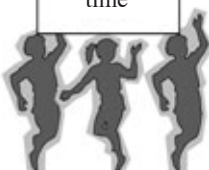
150 East College Avenue
Ephraim, UT 84627
ph: 1-800-848-3399
or (435) 283-7000
www.snow.edu

Snow College – South

200 South 800 West
Richfield, UT 84701
ph: 1-800-748-4594
or (435) 896-8202
www.scs.tec.ut.us



Just 18
graduate
from
college on
time



27 are still
enrolled
sophomore year



40 immediately enroll
in college ↑



68 graduate from high school on time ↑



Nationally, of every **100** students completing ninth grade ↑



RECOGNIZE YOUR OPTIONS

Utah Public Universities

Four-year universities offer the widest variety of class subjects and levels, from art to zoology, from introductory to advanced courses. They also offer the widest variety of degrees. Tuition at public four-year colleges and universities is less than tuition at private four-year college and universities.

Southern Utah University

351 West University Boulevard
Cedar City, UT 84720
ph: (435) 586-7700
www.suu.edu

SUU's mission is to be a regional, comprehensive, undergraduate institution with a broad program of liberal and professional education. SUU serves as a primary center for service and cultural programs designed to advance the southern Utah area. Selected masters programs are also available.

Weber State University

3850 University Circle
Ogden, UT 84408-3850
ph: 1-800-848-7770
or (801) 626-6000
www.weber.edu

WSU is a student-centered institution focused on two- and four-year programs with a strong commitment to applied learning in technical, professional and liberal education. Selected masters programs are also available.

Utah State University

0160 Old Main Hill
Logan, UT 84322-0160
ph: 1-800-488-8180
or (435) 797-1129
www.usu.edu

University of Utah

201 South Presidents Circle, Room 201
Salt Lake City, UT 84112
ph: 1-800-444-8638
or (801) 581-7200
www.utah.edu

U of U Health Sciences Center

50 North Medical Drive University of Utah
Salt Lake City, UT 84132
ph: (801) 581-2121
www.uuhsc.utah.edu/

University of Utah School of Medicine

30 North 1900 East
Salt Lake City, UT 84132-2101
ph: (801) 581-7201
www.uuhsc.utah.edu/som/

The U of U is a major public research university in an urban setting. The University of Utah runs significant programs of sponsored research and of graduate, professional, and undergraduate education. The U is home to 15 colleges and professional schools, and their respective degree programs, including law and medical schools.



The Top 10 College Majors

Rank	Major	Starting Salary National Average
1.	Psychology.....	\$28,791
2.	English.....	\$31,113
3.	Mathematics	\$40,512
4.	Business Administration and Management	\$38,254
5.	Biology	\$29,629
6.	Chemistry	\$32,500
7.	History	\$30,344
8.	Political Science	\$32,296
9.	Accounting	\$41,058
10.	Sociology.....	\$31,798

Sources:

CNN Money, Most lucrative college degrees, September 21, 2004
Class of 2004 Starting Salaries, April 18, 2005
U.S. Department of Labor – Bureau of Labor Statistics

Utah State University – Extension Services

www.extension.usu.edu

USU serves as the state's land-grant institution under state and federal legislation and is a primary center of university research and of graduate, professional, and undergraduate education in numerous authorized fields of study.

USU Evening School

UMC 5030, ECC 107
ph: (435) 797-2075

Independent Study

UMC 5000
ph: (435) 797-2132

COM-NET

UMC 3720
ph: (435) 797-2079

USU Brigham City Center

265 West 1100 South
Brigham City, UT 84302
ph: (435) 734-2277

USU Tooele Education Center

1021 West Vine
Tooele, UT 84074
ph: (435) 882-6611

USU Ogden Center

3104 University Circle
WSU Campus
Ogden, UT 84408
ph: (801) 626-8141

USU Price Center

c/o CEU
451 East 400 North
Price, UT 84501
ph: (435) 613-5617

USU Richfield Center

200 South 800 West, Suite B
Richfield, UT 84701
ph: (435) 896-9777

Salt Lake and Southwestern

5250 South Commerce Drive,
Suite 300
Murray, UT 84107
ph: (801) 269-9422

USU programs are among the top programs in the nation:

- Natural Resources
- Engineering (96% first-time pass rate on engineering exam. National average is only 55%)
- Accounting (twice the national pass rate on the CPA exam)
- Education (highest placement rate in Utah)
- Dairy research
- Instructional technology (masters program)
- Space research (USU has more experiments in space than any other school in the world. More than half of those experiments are student experiments.)
- Water research
- Agriculture
- Biotechnology
- Aircraft Design
- Center for Integrated BioSystems

Source: Utah State University

USU Southeastern

Center for
Continuing Ed.
P.O. Box 938
125 West 200 South
Moab, UT 84532
ph: (435) 259-7432

USU Uintah Basin Centers

987 E. Lagoon St. (124-9)
Roosevelt, UT 84066
ph: (435) 722-2294
and
1680 West Hwy. 40,
Suite 101A
Vernal, UT 84078
ph: (435) 789-6100

Western Undergraduate Exchange (WUE)

WUE is a program of the Western Interstate Commission for Higher Education (WICHE) and is a non-profit online university offering a convenient, flexible online education. WGU is the only accredited university in the U.S. offering competency-based, online degrees. Founded by the Governors of 19 Western States, WGU delivers to its students an outstanding quality education under the guidance of dedicated faculty mentors.


Through WUE, students in western states may enroll in two-year and four-year college programs at a reduced tuition level: 150 percent of the institutions' regular resident tuition (considerably less than what a student would normally have to pay as a nonresident). To learn more about WUE opportunities, contact Utah's WICHE certifying officer at (801) 321-7100 or www.wiche.edu

Also check out **Western Governors University!** This is a "virtual university" with courses available from 19 member states and more! 1-866-225-5948 www.wgu.edu


Western Governors University is a unique institution that offers degrees and certificates based completely on competencies – your ability to demonstrate your skills and knowledge on a series of assessments – not on required courses. WGU is governed by a Board of Trustees made up of 14 members.



Key to Utah Career Chart

Occupation Title and Description	2002-2012 Rating	Statewide Hourly Wage		Training
		Entry	Average	
This column includes the title and a brief description of duties for each occupation. The actual job tasks in any particular job will depend on your employer, training and experience.	<p>The "star" rating is based on employment outlook and wages. Employment outlook is based 85 percent on the projected number of Utah job openings between 2002 and 2012 and 15 percent on how fast the occupation is expected to grow over that time period. Median annual wages were used to determine the rating.</p> <p>The star ratings are based on rankings within three following training-level groups. 1) Bachelor's Degree or Higher, 2) Associate's Degree or After High School Career and Technical Education (CTE), 3) On-the-Job Training. Keep in mind that a "five-star" occupation in the On-the-Job Training group will pay less than a "five-star" occupation requiring a college education.</p> <p>★★★★★ Five-star occupations have the strongest employment outlook and high wages.</p> <p>★★★★ Four-star occupations have a good employment outlook and relatively high wages.</p> <p>★★★ Three-star occupations have moderate to strong employment outlook and low to moderate wages.</p> <p>★★ Two-star occupations fall into two categories. Either they have a high wage and limited employment outlook or they have a low wage and strong employment outlook.</p> <p>★ One-star occupations have a limited employment outlook and low wages.</p> <p>No Stars Virtually no new employment opportunities and very low wages.</p>	<p>These two columns show current Utah hourly wages from the Occupational Employment Statistics survey conducted by the Utah Department of Workforce Services.</p> <p>Entry level wages represent the average amount a new inexperienced worker may expect earn when first starting the job.</p> <p>The average represents an average of all the wages of workers in this occupation. This is the figure a more experienced worker could expect to earn.</p>		<p>This column shows the training/education requirements that most workers report for entry into the occupation. This information is developed by the U.S. Bureau of Labor Statistics.</p> <p>Long-Term On-the-Job Training jobs generally require more than 12 months on-the-job training combined with some classroom instruction. Includes occupations that require apprenticeships.</p> <p>Moderate-Term On-the-Job Training positions typically requires one to 12 months training which may include observing experienced workers.</p> <p>Short-Term On-the Job Training occupations require less than one month on-the-job training.</p>
				

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OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE		TRAINING
		ENTRY	AVERAGE	
Realistic (Doer) Occupations				
Aircraft Mechanics and Service Technicians Inspects, tests, repairs, maintains, and services aircraft. Spends an increasing amount of time repairing electronic systems such as computerized controls.	★★★★	\$16.60	\$21.80	After High School Applied Technology
Airline Pilots, Copilots, and Flight Engineers Flies airplanes and helicopters to carry out a wide variety of tasks, such as transporting passengers and cargo, dusting crops, spreading seed for reforestation, testing aircraft, tracking criminals, monitoring traffic, and rescuing and evacuating injured persons. Often relies on computerized controls.	★★★★ (National, Annual)	NA	\$129,620	Bachelor's Degree
Amusement and Recreation Attendants Performs a variety of attending duties at amusement parks or recreation facilities such as scheduling the use of recreation facilities.	★★★★★	\$6.10	\$7.40	Short-Term OJT
Architectural and Civil Drafters Prepares detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect. Often uses computer-aided drafting (CAD) systems to prepare drawings.	★★★★★	\$11.80	\$16.90	After High School Applied Technology
Automotive Body and Related Repairers Repairs and customizes automotive bodies and frames. Removes dents, straightens bent frames using a pneumatic frame-straightening machine, and sands and paints repaired surfaces.	★★★★★	\$12.40	\$18.00	Long-Term OJT
Automotive Service Technicians and Mechanics Repairs automobiles, trucks, buses, and other vehicles, according to manufacturers specifications. May repair any part on the vehicle, or specialize in a particular system such as transmissions, brakes, or coolant systems.	★★★★	\$8.50	\$16.00	After High School Applied Technology
Bakers Mixes, forms, and bakes ingredients according to recipes. Produces small quantities of breads, pastries, and other baked goods for consumption on the premises or for sale as specialty baked goods.	★★★	\$7.80	\$11.20	Long-Term OJT
Brickmasons and Blockmasons Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures.	★★★★★	\$15.30	\$22.60	Long-Term OJT
Bus and Truck Mechanics and Diesel Engine Specialists Inspects, repairs, and maintains diesel engines used to power machines.	★★★★	\$13.50	\$17.70	After High School Applied Technology
Bus Drivers, School Drives a bus to transport students between pick-up points and school. Maintains order during trip and adheres to safety rules when loading and unloading students.	★★★★	\$7.60	\$11.40	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Realistic (Doer) Occupations (Continued)				
Bus Drivers, Transit and Intercity Drives a bus to transport passengers from place to place within a city or town or from city to city.	★★★★★	\$10.30	\$13.90	Moderate OJT
Butchers and Meat Cutters Cuts, trims, and prepares carcasses and consumer-sized portions of meat for sale or for use in food service companies. Follows strict government guidelines for the handling and preparation of meat products.	★	\$9.60	\$13.00	Long Term OJT
Cabinetmakers and Bench Carpenters Cuts, shapes, and assembles wooden articles, such as cabinets, high grade furniture, store fixtures, and office equipment. Uses hand tools and power tools. Sets up and operates a variety of machines.	★★★	\$8.60	\$11.00	Long-Term OJT
Carpenters Constructs, erects, installs, and repairs structures or fixtures made of wood, plywood, and wallboard. Uses carpenter's hand tools and power tools.	★★★★★	\$11.10	\$15.60	Long-Term OJT
Cement Masons and Concrete Finishers Mixes, pours, and finishes concrete within fabricated forms for many types of construction projects, according to specifications and drawings. Creates walkways, floors, patios and panels by embedding marble chips or pebbles into the surfaces of finished concrete.	★★★★	\$10.60	\$14.50	Moderate OJT
Civil Engineering Technicians Under the direction of engineering staff or physical scientists, applies theories and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities including conducting field surveys, drafting drawings, and reviewing blueprints.	★★★★	\$13.70	\$18.40	Associate's Degree
Civil Engineers Performs engineering duties in planning, designing, and overseeing the construction and maintenance of structures and facilities such as roads, airports, bridges, dams, pipelines, power plants, and water and sewage systems.	★★★★★	\$21.20	\$29.80	Bachelor's Degree
Cleaners of Vehicles and Equipment Washes or otherwise cleans vehicles, machinery, and other equipment. Uses such materials as water, cleaning agents, brushes, cloths, and other cleaning tools.	★★	\$6.40	\$8.60	Short-Term OJT
Combined Food Preparation and Serving Workers, Including Fast Food Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	★★	\$6.00	\$7.30	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Realistic (Doer) Occupations (Continued)

Computer, Automated Teller, and Office Machine Repairers

Repairs and services office machines, such as adding, calculating, duplicating, typewriting, and fax machines. Involves the repair of manual, electrical, and electronic office machines. Uses hand tools, power tools, gauges, voltmeters, ohmmeters, circuit test equipment, and soldering or welding equipment.

★★★ \$11.10 \$16.70 After High School Applied Technology

Computer-Controlled Machine Tool Operators

Operates computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.

★★★ \$11.20 \$15.60 Moderate OJT

Cooks, Fast Food

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time and normally involve operating large-volume, single-purpose cooking equipment.

★★ \$6.00 \$7.00 Short-Term OJT

Cooks, Institution and Cafeteria

Prepares and cooks meals for institutions such as schools, hospitals, or cafeterias. Usually prepares food in large quantities rather than to individual orders. May cook for employees in office building or other large facility.

★★ \$6.80 \$9.30 Moderate OJT

Cooks, Restaurant

Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants.

★★ \$7.30 \$9.70 Long-Term OJT

Cooks, Short Order

Prepares and cooks to order a variety of foods that require only a short preparation time.

★★ \$7.20 \$8.20 Short-Term OJT

Correctional Officers and Jailers

Guards and monitors inmates in a correctional facility in accordance with established regulations and procedures.

★★★★★ \$12.20 \$15.20 Moderate OJT

Construction Laborers

Performs tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites.

★★★ \$8.80 \$11.60 Moderate OJT

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Performs duties in eating establishments to keep dining areas clean and orderly and to assist other restaurant staff in the service of patrons.

★★ \$6.00 \$7.30 Short-Term OJT

Couriers and Messengers

Receives and delivers messages, documents, packages, and other items. May deliver between offices or departments within an establishment, to other establishments, or to private homes.

-0- \$7.00 \$9.20 Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Realistic (Doer) Occupations (Continued)				
Dishwashers Maintains and cleans kitchen work areas, equipment, and utensils. Assists the chef, cook, or other staff as needed. Washes and sanitizes dishes, pots, pans, and utensils.	★★	\$6.00	\$7.20	Short-Term OJT
Drywall and Ceiling Tile Installers Applies plaster board, gypsum board, or other wallboard to interior walls and ceilings of buildings.	★★★★★	\$9.50	\$13.70	Moderate OJT
Electrical and Electronic Engineering Technicians Lays out, builds, tests, and modifies electronic components, equipment, and systems such as computers, test equipment, and machine tool numerical controls, using principles of electronics, electrical circuitry, engineering, mathematics, and physics.	★★★★★	\$15.80	\$24.40	Associate Degree
Electrical and Electronic Equipment Assemblers Assembles and modifies electrical or electronic equipment such as control systems, radio equipment, test instruments, computers, numerical control machine tools, radar, telemetering systems, and appliances.	-0-	\$7.90	\$10.60	Short-Term OJT
Electrical and Electronics Repairers, Commercial and Industrial Equipment Installs, maintains, and repairs electronic equipment, such as industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae. Uses hand tools, meters, and electronic testing instruments.	★★★	\$17.20	\$21.40	After High School Applied Technology
Electronic Home Entertainment Equipment Installers and Repairers Adjusts and repairs radio and television receivers, stereo systems, tape recorders, video systems, and other electronic home entertainment equipment.	★	\$13.10	\$16.60	After High School Applied Technology
Farmworkers and Laborers, Crop, Nursery, and Greenhouse Performs general farm labor duties as directed by farmers, farm managers, or supervisors such as operating tractors to plow and plant crops and feeding and caring for livestock.	★★	\$6.70	\$8.00	Short-Term OJT
Fire Fighters Responds to fire alarms and other emergency calls to control and extinguish fires, protect life and property, and conduct rescue efforts.	★★★★	\$8.10	\$14.10	Long-Term OJT
Food Preparation Workers Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	★★	\$5.90	\$7.50	Short-Term OJT
Forest and Conservation Technicians Compiles data pertaining to size, content, condition, and other characteristics of forest tracts.	-0-	\$9.60	\$12.40	Associate's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
Realistic (Doer) Occupations (Continued)				
Heating, Air Conditioning, and Refrigeration Mechanics and Installers Installs, services, and repairs heating and air conditioning systems in homes and commercial buildings.	★★★★★	\$12.20	\$17.70	Long-Term OJT
Home Health Aides Attends to the personal health needs of elderly, convalescent, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse.	★★	\$7.20	\$8.90	Short-Term OJT
Industrial Machinery Mechanics Diagnoses problems in production machinery and equipment. Repairs and maintains machinery and equipment.	★★★★★	\$13.90	\$19.60	Long-Term OJT
Industrial Truck and Tractor Operators Operates gasoline or electric-powered industrial trucks and tractors equipped with a fork lift, elevated platform, or trailer hitch. Moves materials around a warehouse, storage yard, factory, construction site, or similar location.	★★★★	\$9.10	\$12.30	Short-Term OJT
Janitors and Cleaners Keeps buildings in a clean and orderly condition. Performs heavy cleaning duties such as operating motor-driven cleaning equipment, buffing floors, washing walls, and removing rubbish.	★★	\$6.70	\$8.80	Short-Term OJT
Laborers and Freight, Stock, and Material Movers, Hand Loads, unloads, and moves freight materials at a plant, yard, or other work site. Transports freight by hand or using dollies, hand trucks, or wheelbarrows.	★★	\$7.20	\$10.50	Short-Term OJT
Landscaping and Groundskeeping Workers Landscapes and maintains gardens, lawns, and grounds of public or private property including tasks such as seeding and fertilizing lawns, cleaning flower beds, and watering lawns, trees, and plants.	★★	\$7.20	\$9.80	Short-Term OJT
Laundry and Dry-Cleaning Workers Operates and tends washing or dry-cleaning machines to clean commercial, industrial, or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, and rugs.	★★	\$6.60	\$8.20	Moderate OJT
Locomotive Engineers Drives electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers and freight. Interprets train orders, block or semaphore signals, and railroad rules and regulations.	★★	\$19.70	\$30.40	Related Work Experience
Machinists Sets up and operates machine tools and uses shop drawings to make or repair metal parts for cars, machines, and other equipment.	★★★★★	\$11.00	\$16.50	Long-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Realistic (Doer) Occupations (Continued)				
Maids and Housekeeping Cleaners Performs tasks to keep private households or commercial establishments such as hotels, restaurants, and hospitals, in a clean and orderly condition.	★★	\$6.40	\$8.00	Short-Term OJT
Maintenance and Repair Workers, General Keeps machines, mechanical equipment, or structures of an establishment in good repair. Duties may involve pipefitting, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work.	★★★★★	\$9.00	\$14.40	Moderate OJT
Maintenance Workers, Machinery Performs basic maintenance activities such as cleaning, adjusting, and lubricating to keep equipment and machinery in good working order.	★★★★	\$10.30	\$16.30	Short-Term OJT
Mechanical Drafters Prepares detailed working diagrams of machinery and mechanical devices, including dimensions, assembly instructions, fastening methods, and other engineering information. Often uses computer-aided drafting (CAD) systems to prepare drawings.	★★★	\$12.90	\$18.90	After High School Applied Technology
Mechanical Engineering Technicians Applies theories and principles of mechanical engineering to develop and test machinery and equipment under the direction of engineering staff or physical scientists. Often uses computers and complex instruments.	★★★★	\$15.80	\$20.60	Associate's Degree
Mechanical Engineers Performs engineering duties to plan and design machines, engines, tools, and other mechanical equipment.	★★★★★	\$23.90	\$32.40	Bachelor's Degree
Medical and Clinical Laboratory Technicians Performs routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	★★	\$8.20	\$11.50	Associate's Degree
Medical Appliance Technicians Construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, and other surgical and medical appliances.	★★	NA (National, Annual)	\$15.20	Long-Term OJT
Mobile Heavy Equipment Mechanics, Except Engines Repairs and services mechanical, hydraulic, and pneumatic components of mobile heavy equipment such as bulldozers, graders, cranes, and conveyors used in construction, logging, and surface mining.	★★★	\$13.80	\$18.40	After High School Applied Technology
Operating Engineers and Other Construction Equipment Operators Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.	★★★★★	\$12.20	\$16.50	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Realistic (Doer) Occupations (Continued)				
Packaging and Filling Machine Operators and Tenders Tends and operates machines that packages products. Operates machines such as filling machines, casing-running machines, baling machines, wrapping machines, and stuffing machines to prepare industrial or consumer products for storage or shipment.	★★★★★	\$8.20	\$11.00	Short-Term OJT
Packers and Packagers, Hand Packs or packages a wide variety of products and materials by hand. May use hand tools or packaging equipment.	★★	\$5.90	\$7.80	Short-Term OJT
Painters, Construction and Maintenance Paints walls, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns.	★★★★	\$10.10	\$14.30	Moderate OJT
Plasterers and Stucco Masons Applies coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings to produce finished surface according to blueprints, architect's drawings, or oral instructions.	★★★★★	\$10.90	\$16.10	Long-Term OJT
Plumbers Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.	★★★★★	\$13.30	\$19.50	Long-Term OJT
Prepress Technicians and Workers Sets up and prepares material for printing presses.	★	\$9.30	\$15.40	Long-Term OJT
Printing Machine Operators Operates and tends manually controlled or automatic printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.	★★★★★	\$8.50	\$14.80	Moderate OJT
Radiologic Technologists and Technicians Takes X-rays and CAT scans of all parts of the human body. May operate computerized tomography scanners to produce cross sectional views of patients.	★★★★	\$14.40	\$18.90	Associate's Degree
Roofers Covers roofs of structures with shingles, slate, aluminum, wood, or related materials, using hammers, knives, punches, and other tools. Sprays roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	★★★★	\$9.60	\$14.60	Moderate OJT
Roustabouts, Oil and Gas Assembles, erects, and repairs oil field equipment using hand and power tools.	★	\$9.30	\$13.90	Moderate OJT
Sewing Machine Operators Operates and tends sewing machines to join, reinforce, or decorate garments or garment parts. May perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.	-0-	\$7.30	\$9.90	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Realistic (Doer) Occupations (Continued)				
Sheet Metal Workers Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Sets up and operates machines to cut, bend, and straighten sheet metal. Operates welding equipment to join sheet metal parts. Works from blueprints, sketches, and product specifications.	★★★★★	\$10.90	\$18.00	Moderate OJT
Structural Iron and Steel Workers Fabricates, assembles, and installs steel frames to give support to buildings, bridges, dams, highways, and other structures. Uses blue prints, power tools, hoisting equipment, and a variety of hand tools.	★★★★	\$10.00	\$15.70	Long-Term OJT
Structural Metal Fabricators and Fitters Fabricates and assembles structural metal products, such as frameworks or shells for machinery, tanks, and stacks, and structural metal parts for buildings and bridges, according to job orders or blueprints.	★	\$10.60	\$14.00	Moderate OJT
Surgical Technologists Performs a variety of tasks in operating room - before, during, and after an operation - such as preparing patients for surgery and placing supplies and equipment in the operating room to assist the surgeon and other medical staff with surgery.	★★★	\$11.20	\$14.00	After High School Applied Technology
Team Assemblers Works as part of a team having responsibility for assembling an entire product or component of a product.	★★★	\$8.40	\$11.00	Moderate OJT
Telecommunications Equipment Installers and Repairers Installs and repairs telephone station equipment such as telephone lines, coin/pay telephones, telephone booths, and switching-key equipment. May also installs communication equipment, such as intercom systems and related apparatus, using schematic diagrams, testing devices, and hand tools.	★★★★	\$18.90	\$23.20	Long-Term OJT
Telecommunications Line Installers and Repairers Installs, repairs, and maintains telephone and television cable and other equipment for transmitting messages or TV programming.	★★★★★	\$7.90	\$13.80	Long-Term OJT
Truck Drivers, Heavy and Tractor-Trailer Drives trucks that carry materials weighing 3 tons or more to transport and deliver freight, building materials, farm supplies, or other heavy cargo.	★★★★★	\$12.40	\$17.10	Moderate OJT
Truck Drivers, Light or Delivery Services Drives a truck, van, or other vehicle with a capacity under 3 tons to transport materials, products, or people.	★★★	\$8.50	\$13.40	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Realistic (Doer) Occupations (Continued)

Water and Liquid Waste Treatment Plant and System Operators

Operates and controls treatment equipment to clean, purify, and neutralize water for human consumption. Operates and controls equipment to remove harmful domestic and industrial pollutants from wastewater in sewage treatment plants.

★★★★★

\$13.40

\$17.70

Long-Term
OJT

Welders, Cutters, Solderers, and Brazers

Uses hand welding equipment to weld together, solder or repair metal components and parts.

★★★★

\$10.70

\$15.00

Long-Term
OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Investigative (Thinker) Occupations

Chemists

Conducts chemical analyses and studies the effects of experiments in laboratories to expand knowledge of chemical processes, develop new products, improve existing products, or to establish quality or process control.

★★★

\$17.50

\$25.40

Bachelor's
Degree

Clinical, Counseling, and School Psychologists

Diagnoses and evaluates mental and emotional disorders of individuals through observation, interview, and psychological tests. Formulates and administers programs of treatment.

★★★★

\$15.00

\$27.20

Doctor's
Degree

Computer Hardware Engineers

Analyzes data processing needs of clients to plan electronic data processing system. Plans the layout and installation of new systems, or modification of existing systems.

★★★

NA
(National)

\$40.40

Bachelor's
Degree

Computer Programmers

Develops and writes computer programs to store, locate, and retrieve information by using work flow charts and converting raw data into coded computer language.

★★★★

\$15.10

\$27.80

Bachelor's
Degree

Computer Software Engineers, Applications

Analyzes data processing needs of clients to plan electronic data processing system.

★★★★★

\$19.70

\$31.60

Bachelor's
Degree

Computer Software Engineers, Systems Software

Analyzes data processing needs of clients to plan electronic data processing system.

★★★★★

\$22.60

\$34.40

Bachelor's
Degree

Computer Support Specialists

Provides technical assistance and training to computer system users and investigates and resolves computer software and hardware problems.

★★★

\$10.70

\$16.60

Associate's
Degree

Computer Systems Analysts

Analyzes business, scientific, or technical problems. Develops procedures and coordinates the installation of appropriate computer programs and operating systems.

★★★★★

\$22.30

\$29.30

Bachelor's
Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Investigative (Thinker) Occupations (Continued)				
Electrical Engineers Designs, develops, tests, or supervises the manufacturing and installation of electrical equipment, components, or systems for commercial, residential, industrial, or scientific use.	★★★	\$24.30	\$34.70	Bachelor's Degree
Electronics Engineers, Except Computer Researches, designs, develops, and tests electronic components and systems for commercial, industrial, or scientific use, using computers and knowledge of electronic theory and materials properties.	★★★	\$26.60	\$34.70	Bachelor's Degree
Environmental Scientists and Specialists, Including Health Conducts research to develop methods of eliminating or controlling sources of environmental pollutants, utilizing knowledge of various scientific disciplines.	★★★	\$18.80	\$25.70	Master's Degree
Family and General Practitioners Diagnoses illnesses, and prescribes and administers treatment for people suffering from injury or disease, examining and conducting tests on patients to gather information on their medical condition.	★★★★	\$40.50	\$68.20	First Professional Degree
Financial Analysts Conducts statistical analyses of information affecting investment programs of public or private institutions and individuals.	★★★★	\$18.60	\$31.60	Bachelor's Degree
Industrial Engineering Technicians Records and analyzes time, motion, method, and speed involved in the performance of production, maintenance, and other worker operations to establish standard production rates or improving efficiency.	★★★	\$13.90	\$22.00	Associate's Degree
Market Research Analysts Researches market conditions in local, regional, or national areas to determine potential sales of a product or service and may use survey results to create a marketing campaign based on regional preferences and buying habits.	★★★★	\$14.80	\$24.30	Master's Degree
Medical and Clinical Laboratory Technologists Performs complex medical laboratory tests for diagnosis, treatment, and prevention of disease.	★★★	\$14.00	\$20.30	Bachelor's Degree
Network and Computer Systems Administrators Installs, configures, and supports an organization's network, and Internet system or a segment of a network system.	★★★★	\$17.70	\$26.50	Bachelor's Degree
Network Systems and Data Communications Analysts Researches, tests, evaluates, and recommends data communications hardware and software.	★★★★	\$15.70	\$25.60	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Investigative (Thinker) Occupations (Continued)

Operations Research Analysts

Analyzes management and operational problems within an organization. Prepares mathematical or simulation models to demonstrate possible solutions.

★★★

\$19.00

\$29.80

Master's Degree

Pharmacists

Prepares and dispenses medications, following prescriptions issued by physicians, dentists, or other authorized medical practitioners and answers questions and provides information to pharmacy customers.

★★★★★

\$33.30

\$39.50

First Professional Degree

Veterinarians

Examines, diagnoses, and treats medical problems in animals. May work with pets and/or livestock, or with laboratory animals used for research.

★★★

\$23.10

\$32.00

First Professional Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Artistic (Creator) Occupations

Actors

Performs dramatic roles, action roles, comedy routines, or tricks of illusion to entertain audiences on stage, television, or motion pictures.

★★

NA
(National)

\$22.48

Long-Term OJT

Advertising and Promotions Managers

Plans and directs advertising and policies and programs to create or promote interest in a product or service.

★★★★★

\$15.20

\$26.90

Experience plus Bachelor's Degree

Architects, Except Landscape and Naval

Plans and designs structures for residential, commercial, and industrial property owners. Often uses computer-aided design and drafting (CADD) systems.

★★★★★

\$16.60

\$26.30

Bachelor's Degree

Fine Artists, Including Painters, Sculptors, and Illustrators

Creates original works of art, or produces artwork according to instructions, using such mediums and paint and canvas, wood, metal, clay, ceramics, or other materials.

★★★★★

\$9.30

\$21.20

Long-Term OJT

Floral Designers

Designs and fashions live, cut, dried, or artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals.

★

\$7.10

\$9.20

Moderate OJT

Graphic Designers

Designs art and copy layouts for material to be presented by magazines, newspapers, television, and packaging. Uses computer software to design new images or to modify existing ones.

★★

\$11.00

\$17.20

Bachelor's Degree

Interior Designers

Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.

★

\$14.20

\$21.20

Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Artistic (Creator) Occupations (Continued)				
Librarians Provides library services by selecting, acquiring, processing, and organizing library materials such as books, publications, documents, audiovisual aids, and other reference materials for patron use. Assists patrons in the use of library resources.	★	\$11.60	\$18.30	Master's Degree
Models Poses for pictures taken by photographers or as subject for paintings or sculptures. Models garments for prospective customers.	★	NA (National)	\$13.21	Moderate OJT
Multi-Media Artists and Animators Creates graphics for television and computer-generated media. Produces still and animated graphics for on-air and taped portions of television broadcasts, using electronic video equipment. Uses computer software to design new images or to modify existing ones.	★★★	\$14.40	\$20.20	Bachelor's Degree
Photographers Photographs subjects or events using a variety of cameras that can accept lenses for close-up, medium-range, or distance photography. Often uses computers to scan a picture to digital form and to manipulate it to create a desired effect.	★★★★	\$8.00	\$14.00	Long-Term OJT
Producers and Directors Producer selects plays or scripts, arranges financing, and decides on the size of the production and its budget. Director interprets scripts, auditions and selects cast members, conducts rehearsals, and directs the work of the cast and crew.	★★★	NA (National)	\$34.80	Experience plus Bachelor's Degree
Writers and Authors Creates original written works for publication or performance. May write as private author, or for clients such as publishers, motion picture studios, television networks, radio stations, magazines and trade journals, newspapers, and advertisements.	★★★	\$11.80	\$19.00	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Social (Helper) Occupations

Child Care Workers Monitors and cares for children in schools, businesses, or institutions. Performs a variety of tasks such as dressing, feeding, bathing, and overseeing play.	★★	\$6.00	\$7.50	Short-Term OJT
Child, Family, and School Social Workers Provides social services and assistance to improve the social and psychological functioning of children and their families.	★★	\$10.20	\$16.90	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Social (Helper) Occupations (Continued)

Dental Assistants Assists dentists by performing support duties for the treatment of patients during dental procedures such as sterilizing instruments, setting up instrument trays, and recording treatment information in patient records.	★★	\$8.20	\$10.90	Moderate OJT
Dental Hygienists Performs non-surgical dental treatments such as cleaning plaque, tartar, and stains from teeth and beneath the margins of gums, using dental instruments. Also instructs individuals in the care of the teeth and gums.	★★★★★	\$15.60	\$25.60	Associate's Degree
Educational, Vocational, and School Counselors Counsels individuals, and provides educational or vocational guidance and assessment services.	★★★	\$12.70	\$19.20	Master's Degree
Elementary School Teachers Teaches basic academic, social, and other formative skills to pupils in public or private elementary schools.	★★★	\$28,240 (Annual)	\$39,240	Bachelor's Degree
Emergency Medical Technicians and Paramedics Administers first aid treatment and transports sick or injured persons to medical facility, working as a member of an emergency medical team.	★★	\$7.50	\$12.10	After High School Applied Technology
Employment, Recruitment, and Placement Specialists Develops relationships with employers to provide employment opportunities for job applicants and students.	★★★	\$13.10	\$21.90	Bachelor's Degree
Fitness Trainers and Aerobics Instructors Evaluates, advises, and trains athletes to maintain their physical fitness.	★★★	\$8.60	\$16.70	After High School Applied Technology
Kindergarten Teachers Teaches personal hygiene, music, art, and elementary academics to children from 4 to 6 years old to promote physical, mental, and social development.	★★	\$19,720 (Annual)	\$35,890	Bachelor's Degree
Licensed Practical Nurses and Licensed Vocational Nurses Cares for ill, injured, convalescent, and handicapped persons in private homes, hospitals, clinics, and similar health care facilities.	★★★	\$12.00	\$15.60	After High School Applied Technology
Massage Therapists Massages customers for hygienic or remedial purposes.	★★★★	\$6.60	\$16.30	After High School Applied Technology
Medical and Public Health Social Workers Assesses, counsels, and aids individuals and families with problems relating to finances, employment, food, clothing, child care, housing, or other human needs and conditions.	★★★	\$12.90	\$21.60	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Social (Helper) Occupations (Continued)				
Medical Assistants Performs a variety of duties under the direction of a physician, in the examination and treatment of patients including preparing treatment rooms for examination of patients, handing instruments and materials to physicians and maintaining medical records.	★★★	\$9.40	\$10.60	Moderate OJT
Mental Health and Substance Abuse Social Workers Counsels and aids individuals and families with problems during or following the recovery from mental illness or alcohol/drug abuse.	★★★	\$8.20	\$18.90	Master's Degree
Middle School Teachers Teaches students in public or private schools in one or more subjects at the middle, intermediate, or junior high level.	★★★	\$28,190 (Annual)	\$39,930	Bachelor's Degree
Nursing Aides, Orderlies, and Attendants Works under the direction of medical staff to care for patients in health care facilities. Feeds patients unable to feed themselves, sets up equipment, prepares food trays, bathes, grooms, and dresses patients.	★★	\$7.70	\$9.40	Short-Term OJT
Personal and Home Care Aides Performs housekeeping, personal care, and emotional support for clients in their places of residence. Helps elderly, disabled, and ill people live in their own homes instead of in a health facility.	★★	\$7.30	\$8.40	Short-Term OJT
Personal Financial Advisors Provides financial counseling to individuals about debt management and other financial matters.	★★★★	\$13.90	\$25.80	Bachelor's Degree
Physical Therapist Aides Prepares patients for and administers physical therapy treatments, such as exercise, hydrotherapy, traction, or heat treatment. Normally works under the direction of a physical therapist.	★★★	\$7.70	\$9.10	Short-Term OJT
Physical Therapists Selects and applies techniques and treatments that help relieve pain, increase strength, and decrease or prevent crippling for patients in a hospital or other health care facility.	★★★★★	\$19.30	\$27.80	Master's Degree
Police and Sheriff's Patrol Officers Patrols assigned areas to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.	★★★★★	\$14.40	\$18.10	Long-Term OJT
Police, Fire, and Ambulance Dispatchers Receives calls from the public concerning emergencies or crimes, and broadcasts orders to police patrol units in the vicinity to investigate. Operates radio and telephone equipment to receive reports of fires and medical emergencies, and relays information or orders to appropriate response units.	★★★	\$11.90	\$13.90	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Social (Helper) Occupations (Continued)				
Preschool Teachers Instructs children (normally up to 5 years of age) in a preschool, day care, or other child development center. Conducts activities designed to develop social, physical, and intellectual skills needed for primary school.	★★★★★	\$6.70	\$8.90	After High School Applied Technology
Principals (Education Administrators, Elementary and Secondary schools) Plans, develops, and administers educational programs, school policies, and academic codes of ethics to provide educational opportunities for students. Monitors programs for effectiveness and compliance with federal, state, and local regulations.	★★★★★	\$55,370 (Annual)	\$68,340	Experience plus Bachelor's Degree
Probation Officers and Correctional Treatment Specialists Performs casework duties to monitor and assist in the rehabilitation of law offenders either in custody or on probation.	★	NA (National)	\$20.50	Bachelor's Degree
Psychiatric Technicians Provides nursing care such as helping patients with personal hygiene and giving medications to mentally ill, emotionally disturbed, or mentally retarded patients.	★	\$8.40	\$11.60	Moderate OJT
Recreation Workers Conducts recreation activities with groups in recreational facility or in public, private, or volunteer agency.	★★	\$6.30	\$9.10	Bachelor's Degree
Registered Nurses Administers nursing care to ill or injured persons providing health care, first aid, and immunization in facilities such as hospitals, schools, and industry. Includes administrative, public health, industrial, private duty, and surgical nurses.	★★★★★	\$18.70	\$24.40	Associate's Degree
Secondary School Teachers Teaches students in public or private secondary schools in one or more subjects, such as English, math, science, or social studies.	★★★	\$28,580	\$40,030	Bachelor's Degree
Security Guards Protects property, money, and merchandise in a store or similar establishment by detecting theft, shoplifting, and other unlawful practices by the public or employees. Preserves order and enforces security standards set by management. Also, may locate persons, using phones or mail directories, to serve legal papers and to collect debts.	★★★	\$8.20	\$11.40	Short-Term OJT
Social and Human Service Assistants Assists Social Workers and Caseworkers to organize programs that aid families and individuals to prevent or resolve problems related to basic needs, substance abuse, and human relationships.	★★★	\$7.50	\$10.30	Moderate OJT
Special Education Teachers, Preschool, Kindergarten, and Elementary School Teaches elementary school subjects to physically, visually, and hearing impaired students.	★★★	\$28,220 (Annual)	\$39,510	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
<i>Social (Helper) Occupations (Continued)</i>				
Special Education Teachers, Secondary School Teaches secondary school subjects to physically, visually, and hearing impaired students.	★★★	\$27,550 (Annual)	\$39,140	Bachelor's Degree
Speech-Language Pathologists Examines and provides remedial services for persons with speech and hearing disorders, administering hearing or speech/language evaluations, tests, and examinations and counseling and instructing clients in techniques to accommodate speech or hearing impairment.	★★★	\$16.00	\$24.10	Master's Degree
Teacher Assistants Prepares classroom materials, supervises students, and operates audio-visual equipment under the guidance of a teacher.	★★	\$13,840 (Annual)	\$18,910	Short-Term OJT
Title Examiners, Abstractors, and Searchers Searches real estate records, examines titles, or summarizes pertinent legal or insurance details for a variety of purposes.	★★★	\$15.10	\$23.20	Moderate OJT
Ushers, Lobby Attendants, and Ticket Takers Assists patrons at entertainment events, such as sporting events, motion pictures, or theater performances by collecting admission tickets and passes from patrons, and helping patrons find seats.	★★	\$5.90	\$6.60	Short-Term OJT
Vocational Education Teachers, Postsecondary Teaches vocational and/or occupational subjects at the postsecondary level which include business, secretarial, science, data processing, trades, and practical nursing subjects.	★★★★★	\$12.10	\$19.40	Related Work Experience
Vocational Education Teachers, Secondary School Teaches vocational or occupational subjects at the secondary school level.	★	\$29,820 (Annual)	\$39,970	Experience plus Bachelor's Degree
Waiters and Waitresses Takes food orders and serves food and beverages to patrons in dining establishments.	★★	\$6.00	\$7.70	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Enterprising (Persuader) Occupations

Administrative Services Managers Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial operations.	★★★★★	\$14.20	\$25.90	Experience plus Bachelor's Degree
Advertising Sales Agents Sells or solicits advertising, such as advertising space in publications, custom-made signs, and air time on TV and radio.	★★★★★	\$9.70	\$18.60	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
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Enterprising (Persuader) Occupations (Continued)

Athletes and Sports Competitors

Participates in professional competitive athletic events to entertain sports fans.

★★★

NA \$86,690
(National, Annual)

Long-Term
OJT

Bartenders

Mixes and serves alcoholic and nonalcoholic beverages to patrons, following standard recipes, in a restaurant, bar, or lounge.

★★

\$6.00 \$8.30

Short-Term
OJT

Chefs and Head Cooks

Directs and participates in the preparation, seasoning, and cooking of soups, meats, fish, vegetables, salads, desserts, or other foods.

★★★

\$7.70 \$13.10

Related Work
Experience

Chief Executives

Provides overall direction for organizations. Determines and formulates policies and strategies.

★★★★★

NA \$67.30
(National)

Experience plus
Bachelor's
Degree

Claims Adjusters, Examiners, and Investigators

Investigates, analyzes, and determines the extent of an insurance company's liability concerning personal, casualty, or property loss or damages. Attempts to bring about settlements with claimants or their representatives.

★★★★★

\$12.40 \$19.10

Long-Term
OJT

Computer and Information Systems Managers

Manages, plans, directs, and coordinates information system and computer programming activities.

★★★★★

\$23.50 \$38.90

Experience plus
Bachelor's
Degree

Construction Managers

Plans and directs activities concerned with the construction and maintenance of buildings, facilities, and systems.

★★★★★

\$20.90 \$32.30

Bachelor's
Degree

Construction Supervisors/Managers

Directly supervises and coordinates activities of construction trades workers and their helpers. May also engage in the same construction trades work as the workers they supervise.

★★★★★

\$16.10 \$21.90

Related Work
Experience

Demonstrators and Product Promoters

Demonstrates merchandise and answers questions for the purpose of creating public interest in buying products.

★★

\$7.70 \$10.20

Moderate
OJT

Driver/Sales Workers

Drives trucks or other vehicles over established routes to deliver and sell goods, such as food products; pick up and deliver items, such as parcels and laundry; or refill, service, and collect coins from vending machines.

★★★

\$6.30 \$11.00

Long-Term
OJT

Electricians

Installs, maintains, and repairs electrical wiring, equipment, and fixtures. Possesses electrician's license or identification card and follows local electrical codes to meet government regulations.

★★★★★

\$8.70 \$16.10

Long-Term
OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Enterprising (Persuader) Occupations (Continued)				
Financial Managers Directs, coordinates, and implements financial policies, procedures, and practices including preparing budgets and reviewing reports.	★★★★★	\$14.90	\$31.30	Experience plus Bachelor's Degree
Flight Attendants Provides information and personal services to airline passengers during flight to ensure their safety and comfort.	★★★★		\$51,160 (National, Annual)	Long-Term OJT
Food Service Managers Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★★	\$12.20	\$18.20	Related Work Experience
General and Operations Managers Provides overall direction for organizations. Determines and formulates policies and strategies. Plans, directs, and coordinates operational activities with the help of middle managers.	★★★★★	\$17.80	\$36.80	Experience plus Bachelor's Degree
Hairdressers, Hairstylists, and Cosmetologists Provides a wide variety of beauty services to patrons, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.	★★	\$7.20	\$9.90	After High School Applied Technology
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop Welcomes patrons to an establishment, seats them at tables or in a lounge, and ensures a high quality of service.	★★	\$6.30	\$7.80	Short-Term OJT
Industrial Engineers Performs engineering duties in planning and overseeing the use of production facilities and personnel in industrial firms. Plans and implements production methods to maximize productivity and minimize cost.	★★★★★	\$22.30	\$30.60	Bachelor's Degree
Industrial Production Managers Plans, organizes, directs, controls, and coordinates the work activities and resources necessary for manufacturing products.	★★★★★	\$21.30	\$35.80	Bachelor's Degree
Insurance Sales Agents Sells or advises clients on life, auto, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.	★★	\$11.90	\$23.50	Bachelor's Degree
Lawyers Conducts criminal and civil lawsuits, prepares legal documents, advises clients on legal rights, and practices other phases of law.	★★★★★	\$30.60	\$56.30	First Professional Degree
Loan Officers Evaluates and recommends approval of commercial, real estate, or credit loans. Advises borrowers on financial options and methods of payments.	★★★	\$14.40	\$22.40	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Enterprising (Persuader) Occupations (Continued)

Management Analysts

Reviews, analyzes, and suggests improvements to businesses and organizations to help management operate more efficiently and effectively.

★★★★★

\$18.90

\$30.80

Experience plus
Bachelor's
Degree

Manicurists and Pedicurists

Cleans, shapes, and polishes customers' fingernails and toenails.

★★★

\$7.70

\$9.80

After High School
Applied Technology

Marketing Managers

Plans, directs, and coordinates activities to determine the demand for products and services offered by a firm.

★★★★★

\$20.40

\$39.10

Experience plus
Bachelor's
Degree

Medical and Health Services Managers

Plans, directs, and coordinates medicine and health services in hospitals or similar organizations.

★★★★★

\$20.50

\$33.80

Experience plus
Bachelor's
Degree

Meeting and Convention Planners

Coordinates the activities of staff and convention personnel to make arrangements for group meetings.

★

\$11.10

\$16.40

Bachelor's
Degree

Paralegals and Legal Assistants

Assists lawyers by researching legal precedents, investigating facts, preparing legal documents, and directing and coordinating law office activities.

★★★★★

\$13.80

\$18.50

Associate's
Degree

Parts Salespersons

Sells spare and replaceable parts and equipment from behind the counter in a parts store, repair shop, or agency. Determines the make, model, and type of part needed.

★★★

\$9.90

\$14.70

Moderate
OJT

Private Detectives and Investigators

Detects unlawful acts or infractions of rules in private establishment, or seek, examine, and compile information for client.

★★★

\$8.80

\$14.50

Related Work
Experience

Property and Real Estate Managers

Manages and oversees operations, maintenance, and administrative functions for commercial, industrial, or residential properties.

★★

\$9.40

\$19.70

Bachelor's
Degree

Public Relations Specialists

Promotes and creates a positive image for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various media.

★★★

\$14.50

\$22.20

Bachelor's
Degree

Purchasing Agents, Except Wholesale, Retail, and Farm

Directs and manages activities involved with purchasing goods and services for an organization such as negotiating contracts, analyzing proposals, and preparing purchase orders.

★★★★★

\$15.90

\$23.60

Related Work
Experience

Purchasing Managers

Plans, directs, and coordinates the activities of workers involved in purchasing materials, products, or services.

★★★

\$21.80

\$33.40

Experience plus
Bachelor's
Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Enterprising (Persuader) Occupations (Continued)				
Real Estate Appraisers Appraises real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.	★★★★	\$9.50	\$19.10	After High School Applied Technology
Retail Salespersons Sells a wide variety of merchandise such as clothing, appliances, furniture, tools, or motor vehicles. Also greets customers, shows and demonstrates merchandise and explains the use, operation, and care of the product to customers.	★★	\$7.00	\$11.00	Short-Term OJT
Sales Managers Plans, directs, and coordinates sales activities by establishing sales territories, quotas, goals, and training programs for sales representatives.	★★★★★	\$18.90	\$35.90	Experience plus Bachelor's Degree
Sales Representatives, Except Technical and Scientific Products Sells goods or services for wholesalers or manufacturers to businesses or groups of individuals. Solicits orders from established clients or secures new customers.	★★★★★	\$14.00	\$24.30	Moderate OJT
Sales Representatives, Technical and Scientific Products Sells products that require a technical knowledge of the product and its use, such as agricultural equipment, electronic equipment, industrial machinery, medical equipment, and chemicals.	★★★★★	\$17.00	\$29.30	Moderate OJT
Securities, Commodities, and Financial Services Sales Agents Buys and sells securities in investment and trading firms keeping informed about political and economic trends that influence stock prices. Develops and implements financial plans for individuals, businesses, and organizations.	★★★	\$15.40	\$39.40	Bachelor's Degree
Supervisors/Managers of Food Preparation and Serving Workers Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★	\$8.90	\$12.20	Related Work Experience
Supervisors/Managers of Housekeeping and Janitorial Workers Supervises the work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, schools, and similar establishments.	★★★★	\$9.40	\$14.00	Related Work Experience
Supervisors/Managers of Mechanics, Installers, and Repairers Directly supervises and coordinates activities of mechanics, repairers, and installers and their helpers. May work in smaller establishments and perform both supervisory and management functions, such as accounting, marketing, and personnel work. May engage in the same repair work as the workers they supervise.	★★★★★	\$15.40	\$23.30	Related Work Experience

OCCUPATION TITLE AND DESCRIPTION	FIVE STAR RATING	STATEWIDE WAGE ENTRY	STATEWIDE WAGE AVERAGE	TRAINING
Enterprising (Persuader) Occupations (Continued)				
Supervisors/Managers of Office and Administrative Support Workers Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial.	★★★★★	\$13.00	\$19.50	Related Work Experience
Supervisors/Managers of Production and Operating Workers Directly supervises and coordinates activities of production workers, such as machine setters and operators, assemblers, fabricators, testers, or plant and system operators.	★★★★★	\$13.30	\$20.80	Related Work Experience
Supervisors/Managers of Retail Sales Workers Directly supervises and coordinates the activities of sales, marketing, and related workers. May perform management functions such as budgeting, accounting, marketing, and personnel work in addition to supervisory duties.	★★★★★	\$10.80	\$16.50	Related Work Experience
Supervisors/Managers of Transportation/Material-Moving Machine/Vehicle Operators Supervises and coordinates the activities of transportation and material-moving machine and vehicle operators.	★★★★★	\$15.00	\$24.00	Related Work Experience
Telemarketers Promotes and solicits orders for goods or services over the telephone.	★★★	\$6.40	\$10.20	Short-Term OJT
Training and Development Specialists Plans, directs, and coordinates the training activities of an organization.	★★★	\$12.90	\$21.30	Bachelor's Degree
Transportation, Storage, and Distribution Managers Plans, directs, and coordinates the transportation operations of an organization including reviewing schedules, worker assignments, and routes.	★★★★★	\$18.90	\$29.60	Related Work Experience
Travel Agents Plans trips for travel agency customers. May specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.	-0-	\$8.20	\$12.80	After High School Applied Technology
Wholesale and Retail Buyers, Except Farm Products Selects and buys merchandise or commodities (other than farm products) from suppliers for resale to consumers at the wholesale or retail level.	★★★★	\$10.40	\$19.10	Related Work Experience

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Conventional (Organizer) Occupations				
Accountants and Auditors Accountants analyze financial information and prepare reports describing assets, liabilities, profit and loss, or other financial activities within an organization. Auditors examine and analyze accounting records to determine financial status of organizations and prepare financial reports.	★★★	\$15.90	\$23.90	Bachelor's Degree
Audio and Video Equipment Technicians Sets up or sets up and operates audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, and related electronic equipment for concerts, sports events, meetings, etc.	★★★★	\$9.30	\$13.70	Long-Term OJT
Bill and Account Collectors Locates and notifies customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.	★★★★	\$9.80	\$12.80	Short-Term OJT
Billing and Posting Clerks and Machine Operators Operates machines that automatically perform mathematical processes, such as addition, subtraction, multiplication, and division, to calculate and record billing, accounting, and other numerical data, such as amounts customers owe, sales totals, and inventory data.	★★★★	\$9.40	\$12.20	Moderate OJT
Bookkeeping, Accounting, and Auditing Clerks Computes, classifies, records, and summarizes financial data to keep and maintain fiscal records according to established bookkeeping and accounting procedures.	★★★★	\$9.20	\$13.00	Moderate OJT
Budget Analysts Analyzes accounting records of an organization to determine financial resources needed to meet fiscal obligations. Makes recommendations for budget allocations.	★	\$20.30	\$26.90	Bachelor's Degree
Cashiers Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and performs related duties in a wide variety of business establishments.	★★	\$6.20	\$8.10	Short-Term OJT
Counter and Rental Clerks Greets customers and receives orders for services, such as rentals, repairs, dry cleaning, or storage. May compute cost and accept payment.	★★	\$6.20	\$9.20	Short-Term OJT
Court, Municipal, and License Clerks A Court Clerk performs clerical duties in a court of law. Secures, processes, and records information for the court. Confers with court officials and litigants regarding court proceedings. A License Clerk issues licenses or permits to qualified applicants. Obtains necessary information; records data; advises applicants on requirements; collects fees; and issues licenses.	★★★★	\$9.20	\$12.20	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Conventional (Organizer) Occupations (Continued)

Credit Authorizers, Checkers, and Clerks

Credit Authorizers authorizes credit charges against customers' accounts. Credit Checkers investigate history and credit standing of individuals or businesses applying for credit. They may also telephone or write to credit departments of businesses or service establishments to obtain information about an applicant's credit standing. Credit Clerks interview applicants to obtain personal and financial data; determine credit worthiness; processes applications; and notifies customers of acceptance or rejection of credit.

★ \$9.70 \$14.70 Short-Term OJT

Customer Service Representatives

Interviews applicants for water, gas, electric, or telephone service. Talks with customers by phone or in person, and receives orders to start, stop, or change service.

★★★ \$8.80 \$11.90 Moderate OJT

Data Entry Keyers

Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data.

★★★ \$8.60 \$11.20 Moderate OJT

Dispatchers, Except Police, Fire, and Ambulance

Schedules and dispatches workers, work crews, equipment, or service vehicles to appropriate locations, according to requests, instructions, and needs to transport materials, freight, or passengers, or for service or emergency repairs done outside the place of business.

★★★★★ \$11.20 \$16.80 Moderate OJT

Executive Secretaries and Administrative Assistants

Assists executives by coordinating and directing basic office services, such as staff assignments, records management, budget control, and special management studies.

★★★★★ \$11.90 \$16.00 Moderate OJT

File Clerks

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used.

★ \$7.40 \$10.00 Short-Term OJT

Hotel, Motel, and Resort Desk Clerks

Serves hotel patrons by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

★★ \$7.00 \$8.90 Short-Term OJT

Human Resources Assistants

Compiles and keeps personnel records.

★★★★★ \$10.40 \$14.80 Short-Term OJT

Inspectors, Testers, Sorters, Samplers, and Weighers

Inspects, tests, grades, sorts, samples, or weighs nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products to verify conformity with established standards. Inspection may be done before, during, or after processing.

★★★★ \$9.10 \$14.90 Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Conventional (Organizer) Occupations (Continued)				
Insurance Claims and Policy Processing Clerks An Insurance Claim Clerk obtains and compiles information from policyholders or designated persons for the purpose of settling claims with insurance carriers. An Insurance Processing Clerk processes applications for, changes to, reinstatement of, and cancellation of various types of insurance policies.	★★★★	\$9.20	\$13.40	Moderate OJT
Law Clerks Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney.	-0-	\$11.00	\$18.70	Bachelor's Degree
Legal Secretaries Prepares legal documents and correspondences such as summonses, complaints, motions, and subpoenas. Must be familiar with legal terminology, procedures, and documents, as well as legal research.	★★★	\$12.30	\$15.40	After High School Applied Technology
Library Assistants, Clerical Assists librarians and library technicians in providing service to patrons. Issues and receives library materials; sorts, shelves, and maintains materials; and assists patrons in locating materials. May drive a bookmobile or light truck that pulls a book trailer to specific locations on a schedule and provide services in a mobile library.	★★	\$6.90	\$9.20	Short-Term OJT
Library Technicians Assists librarian in the acquisition, processing, cataloging, and display of books and materials in a library. Assists patrons in the use of library resources.	★★★	\$7.80	\$11.00	Short-Term OJT
Loan Interviewers and Clerks Loan Clerks review loan papers to ensure completeness; prepare correspondence, reports, and loan documents from drafts; and complete transactions between the loan establishment, borrowers, and sellers upon approval of loan.	★	\$9.50	\$14.00	Short-Term OJT
Mail Clerks and Mail Machine Operators, Except Postal Service Prepares incoming and outgoing mail or packages for distribution and mailing.	-0-	\$8.20	\$10.30	Moderate OJT
Medical Records and Health Information Technicians Compiles and maintains medical records of patients in hospitals, clinics, nursing homes, or other health care facilities. Ensures that all necessary information is on a computer file.	★★	\$9.00	\$11.80	Associate's Degree
Medical Secretaries Performs secretarial duties, such as scheduling appointments for patients and taking dictation from medical staff using specific knowledge of medical terminology and procedures. Uses personal computers, and operates office equipment.	★★	\$9.50	\$12.30	After High School Applied Technology

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Conventional (Organizer) Occupations (Continued)

New Accounts Clerks

Interviews persons who wish to open bank accounts. Explains banking services available to prospective customers and assists them in preparing application forms.

★

\$9.90

\$11.90

Related Work
Experience

Office Clerks, General

Performs any combination of clerical duties to provide clerical support to office staff, typically in an office environment.

★★★

\$7.50

\$10.60

Short-Term
OJT

Order Clerks

Receives and processes incoming orders for materials, merchandise, or services.

★★★

\$7.80

\$12.10

Short-Term
OJT

Payroll and Timekeeping Clerks

Computes and posts wage data to payroll records. Keeps daily, weekly, or monthly records showing payroll activities and transactions. Compiles employee time, production, and payroll data from time sheets and other records on a computer.

★★★★★

\$10.50

\$14.30

Moderate
OJT

Pharmacy Technicians

Fills orders for unit doses and prepackaged pharmaceuticals and performs related duties under the supervision and direction of a pharmacist.

★★★★★

\$10.80

\$13.00

Moderate
OJT

Postal Service Mail Carriers

Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.

★★★★★

\$16.90

\$20.60

Short-Term
OJT

Production, Planning, and Expediting Clerks

Coordinates the flow of work and materials within or between departments of an establishment according to production schedule. Duties are primarily clerical in nature.

★★★★★

\$11.30

\$17.50

Short-Term
OJT

Receptionists and Information Clerks

Receives and greets visitors to an establishment, or obtains and provides information for the general public (customers, visitors, and other interested parties). Provides information about activities conducted at the establishment; the location of departments, offices, and employees within the organization; or services offered. May perform other clerical duties as assigned.

★★★

\$7.40

\$9.90

Short-Term
OJT

Reservation and Transportation Ticket Agents and Travel Clerks

Makes and confirms reservations for passengers. Sells tickets for transportation carriers such as airlines, bus companies, railroads, and cruise ship lines. May check baggage and direct or escort passengers to a designated concourse, pier, or track.

★★★★★

\$9.20

\$15.20

Short-Term
OJT

Secretaries, Except Legal, Medical, and Executive

Relieves officials or executives of clerical work and minor administrative or business details by scheduling appointments, giving information to callers, composing and typing correspondence, reading and routing incoming mail, filing records, and other various clerical duties.

★★★

\$8.90

\$12.10

Moderate
OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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Conventional (Organizer) Occupations (Continued)

Shipping, Receiving, and Traffic Clerks

Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.

★★★

\$8.50

\$11.70

Short-Term
OJT

Stock Clerks and Order Fillers

A Stock Clerk receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. An Order Filler fills customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms.

★★★

\$7.50

\$10.50

Short-Term
OJT

Tellers

Receives and pays out money in a financial institution. Keeps records of money and other negotiable instruments involved in financial transactions.

★★

\$8.10

\$9.50

Short-Term
OJT

Word Processors and Typists

Uses computer programs to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

★

\$9.30

\$13.70

Moderate
OJT



Know where you're going... and Get There!



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National Employment Picture

The U. S. economy is generating new jobs again.

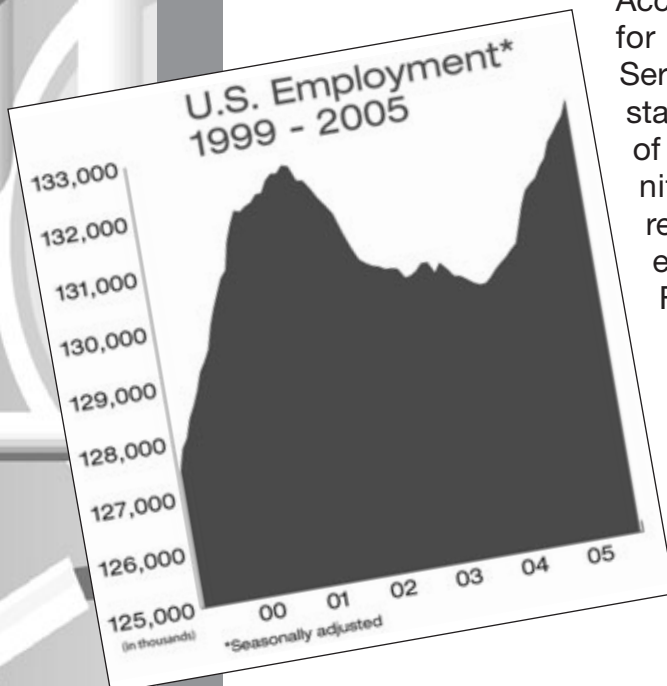


Households, businesses, government and overseas trading partners are all contributing to the expansion of our Gross Domestic Product (GDP).

Employment in professional and related occupations is expected to grow the fastest and add more workers through 2012 than any other group. Three sub-groups in *professional and related* will account for three-quarters of the job growth:

- Education, Training and Library
- Healthcare Practitioners and Technical
- Computer and Mathematical

How does Utah's employment growth compare with other states?



According to Mark Knold, Senior Economist for Utah's Department of Workforce Services, Utah, Nevada, Idaho and Hawaii stand out as the states with the best rates of employment growth. The only other significant area sharing this significant rebound with the western states is the eastern seaboard - Pennsylvania to Florida.

This is a much-improved picture over that of post-9/11 when almost three-quarters of the states were losing jobs. Today, only one state, Michigan, continues to lose jobs.

Sources: *Trendlines*, May/June 2005
A publication of Workforce Information,
Utah Department of Workforce Services; and
Employment Outlook 2002-2012,
Bureau of Labor Statistics, U. S. Department of Labor

Consider Non-traditional Careers

Nadine Bunnell, Utah State Office of Education

Non-traditional are those for which individuals from one gender comprise less than 25% of those employed in the occupation. For example, Dental Hygienist would be a non-traditional occupation for a male, and Auto Mechanic would be a non-traditional occupation for a female. Considering an occupation that is non-traditional for your gender gives you the freedom to pursue the full range of careers that support your interests and use your abilities.

What Barriers Are Keeping YOU From Pursuing a Non-traditional Path?	
Barrier	Applies to me?
Workplace discrimination – lack of acceptance	<input type="checkbox"/>
Lack of support from friends and family	<input type="checkbox"/>
Personal stereotypes	<input type="checkbox"/>
Lack of equality in education	<input type="checkbox"/>
Sexual harassment	<input type="checkbox"/>
Negative attitudes of classmates or co-workers	<input type="checkbox"/>
Lack of role models	<input type="checkbox"/>
Lack of self-confidence	<input type="checkbox"/>
Fear of the unknown	<input type="checkbox"/>
Fear of change	<input type="checkbox"/>
Lack of encouragement from teachers and counselors	<input type="checkbox"/>

Primary barriers for women include

- Child Care
- Transportation
- Lack of career information
- Sexual harassment

Primary barriers for men include

- Unsupportive attitudes
- Workplace discrimination
- Lack of proper training



Danica Patrick, race car driver

Women: Check Out The Facts!

- Most women who work **are married**.
- A higher percentage of **Utah women work** outside the home than the national average.
- The contribution of wives' earnings to the **family income** continues to increase.
- The majority of **mothers of preschool children** in Utah work outside the home.
- The vast majority of women will need to **support themselves** and/or their families for a considerable number of years in the course of their lifetime.
- Utah has a higher **divorce rate** than the national average.
- Almost one-third of female-headed households are living in **poverty**.

Non-traditional for Females

Occupation*	Middle 50% National Earnings	UT Employment Outlook
Aircraft Pilot	\$65,900 - \$145,600	Increasing
Architect	\$44,770 - \$75,980	Increasing
Electrical Engineer	\$55,850 - \$86,280	Stable
Firefighter	\$26,950 - \$48,570	Increasing
Machinist	\$25,840 - \$41,140	Stable
Police Detective	\$39,740 - \$68,640	Increasing



MYTH: Some people think that married women who have husbands to support them should stay home and leave the good paying jobs for men.

Reality: Even if all the employed married women gave their jobs to unemployed men, there would still be 1.2 million unfilled jobs.

MYTH: Some people think that men cannot be successful in traditionally female occupations because they often require care-giving which only comes “naturally” to women.

Reality: Traditionally, men have earned the respect of others by taking care of their homes and families. Care-giving is not a gender-based characteristic!



Non-traditional for Males

Occupation*	Average Annual Earnings	Employment Outlook
Audiologist/Speech Pathologist	\$40,400 - \$61,430	Increasing
Elementary School Teacher	\$33,700 - \$53,350	Increasing
Legal Technician (Paralegal)	\$30,020 - \$49,040	Increasing
Medial/Clinical Lab Technologist	\$37,120 - \$52,010	Increasing
Occupational Therapist	\$43,420 - \$63,390	Increasing
Registered Nurse	\$41,130 - \$59,090	Increasing

*Complete information for the occupations listed in these tables can be found in the WORK section of the Choices Planner – www.portfolio.bridges.com or via the www.careers.utah.gov, careers “portal” page.

Attitudes about which jobs are appropriate for women, and which jobs are appropriate for men are the result of tradition and socialization. **The vast majority of job requirements are unrelated to gender.**

Dream, Dream, Dream...

(But Have a Plan B!)

Kimberly Bartel, M. A.
Manager of Workforce Information,
Utah Department of Workforce Services

Who wouldn't want to make a gazillion dollars playing a sport? Or being a glamorous movie star? What about working as a doctor saving lives, or as an attorney litigating high profile cases?

It is great to have dreams, but you have to be realistic too. If you want to pursue a dream job, you also need to have a Plan B.

Having a Plan B doesn't mean giving up your dream. Having a Plan B means you understand that you will face stiff competition and you need a back up if things don't work out.

A Plan B job can be related to the dream job. For example, if you can't be a movie star, you can still work in the film industry. There are many occupations to choose from – writer, make-up artist, sound engineer, or special effects technician. Plan B might be unrelated to your dream job. For instance, you might want to be a professional athlete, but you can also attain the education to be an accountant in case you are injured. **Plan B is your "safety net."**

Why Plan B? The world is a competitive place and many people are competing for a few dream jobs (that's what makes them so dreamy). Some recent



statistics show that there are about **1,023,712 high school football players**. Around **192 professional football players** are hired each year. (See "Sports Careers – the Odds Are Steep!") You don't have to be a statistician to see that it would be very tough to beat these odds.



Sports Careers – The Odds Are Steep!			
SPORT	H.S. Players Players in U.S.	New Pros Hired Each Year	Your Odds
FOOTBALL	1,023,142	192	5,330 to 1
BASKETBALL			
boys	540,874	58	9,325 to 1
girls	457,165	40	11,430 to 1
BASEBALL	453,792	300	1,510 to 1

Still convinced that you can beat the odds? Check out other requirements for student athletes on-line: www.ncaa.org/cbsa

So-called glamour jobs are not limited to professional athletes and rock stars. The “Projected Annual Openings in Utah 2002-2012” chart shows the anticipated average **annual number of job openings** in Utah over the next ten years. Some “high profile” jobs are highlighted in this list. You can see that there will be some opportunities, but – just as obvious – the odds are working against you.

Projected Annual Openings in Utah 2002-2012

JOB TITLE	ANNUAL OPENINGS
Architects	50
Zoologists & Wildlife Biologists	10
Foresters	10
Lawyers	190
Interior Designers	20
Actors	60
Dancers	20
Choreographers	10
News Analysts, Reporters & Correspondents	10
Photographers	40
Surgeons	30
Veterinarians	20
Musicians & Singers	20
Clinical, Counseling & School Psychologists	120
Physical Therapists	60
Athletic Trainers	20
Travel Guides	10
Flight Attendants	70
Skin Care Specialists	30
Hairdressers, Hairstylists & Cosmetologists	360

Source: Utah Department of Workforce Services, September 2004

*Figures rounded to the nearest 10

In addition to checking out occupations with many job openings, you might also want to **consider employment growth**. A fast growth rate will sometimes mean growing job opportunities for people with the right skills.

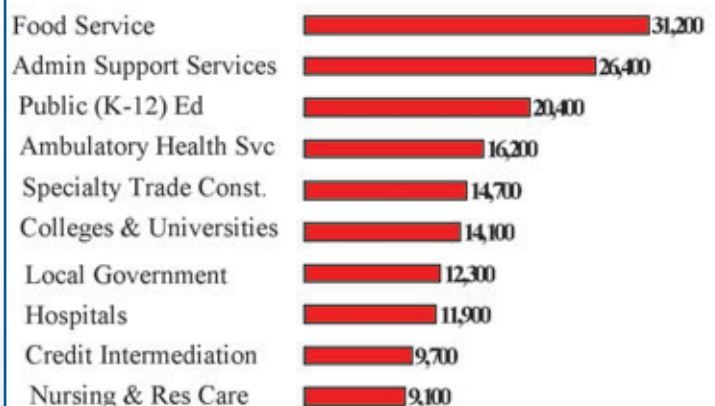
Fastest Growing Utah Occupations with 100 or More Openings (2002-2012)	Utah Occupations with the Most Decline in Openings (2002-2012)
Network Systems/Data Communication Analysts	Word Processors and Typists
Medical Assistants	Computer Operators
Home Health Aides	Telephone Operators
Pharmacists	Farmers and Ranchers
Personal and Home Care Aides	Mail Clerks and Mail Machine Operators, Except Postal Service

Source: Utah Department of Workforce Services

Remember to **consider both the growth rate and number of annual openings** for each occupation. For example, a high growth rate does not always mean there will be a large number of openings per year.

One other important bit of labor market information to consider is top industries. Whereas occupations reflect what people do on the job, industries reflect where people are doing their jobs. Broadening your career goals to **consider more occupations within an industry of interest** makes a lot of sense. Sometimes the visibility and glamour of one occupation within an industry will be shared with many of the behind-the-scenes workers. This chart shows the industries that are projected to offer the most new job openings over the next ten years.

Top 10 Industries with the Most New Jobs in Utah 2002-2012



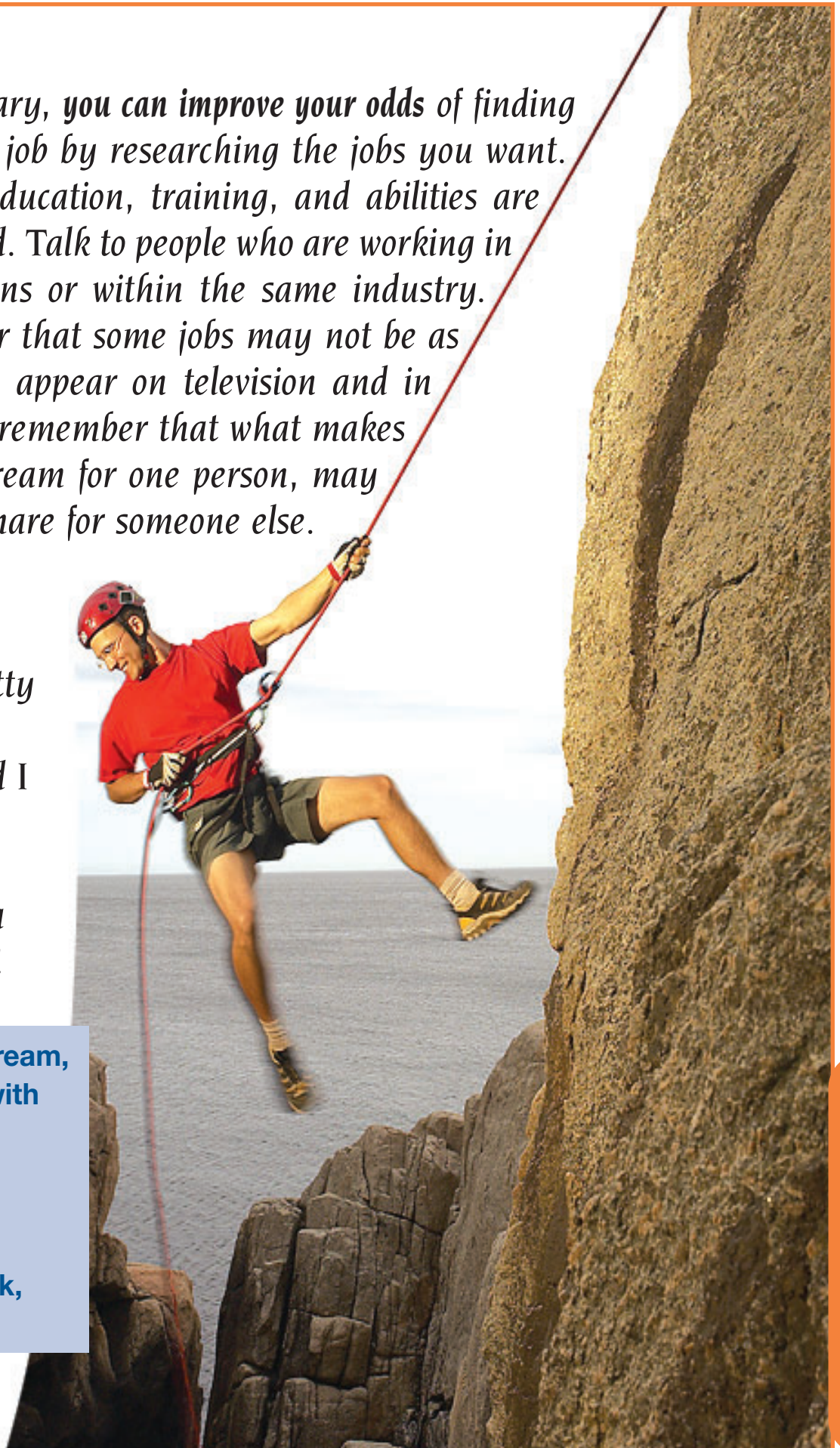
In summary, you can improve your odds of finding your own dream job by researching the jobs you want. Find out what education, training, and abilities are needed to succeed. Talk to people who are working in related occupations or within the same industry. You may discover that some jobs may not be as fabulous as they appear on television and in magazines. Also remember that what makes a dream job a dream for one person, may make it a nightmare for someone else.

For example, to you “economist” might sound pretty ordinary, but for some people (and I happen to know some of them personally), it’s a dream come true!

Hold on to your dream, but be prepared with your Plan B.

Consider:

- job openings,
- job growth,
- industry outlook,
- competition



Achievement Starts with a Plan!

Career planning just got a whole lot easier! Utah Choices Planner – a powerful online career information delivery system, available 24/7 to anyone in Utah looking to design a personal plan for career success.

Compare, connect and choose from a vast network of career and education options to build a comprehensive plan in your online portfolio.

Available in both English and Spanish*, Choices Planner has all the tools you need to prepare for future career transitions.

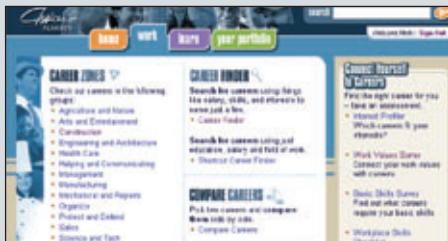
Simply choose a Guideway that best suits your objectives to be effortlessly directed through Choices Planner's **Work**, **Learn** and **Your Portfolio** components.



Work

Insightful assessments and surveys identify skills, interests and values to build self-awareness. Hundreds of comprehensive occupation reports show career to major to school connections and can be directly compared to your needs.

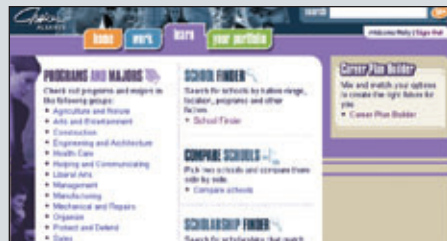
Activate your career plan with connections to job banks and tools for writing an effective “résumé,” interviewing practice and planning a job search.



Learn

Program reports show connections to related programs and careers, as well as relevant technical and graduate schools.

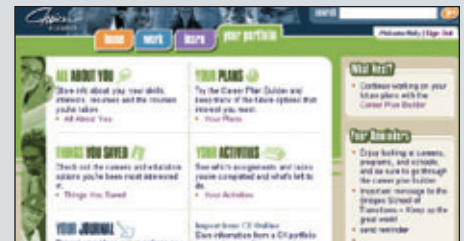
Search from thousands of post-secondary options using characteristics that are important to you with the School Finder. Effortlessly compare two schools side-by-side or compare a school to your personal criteria to see how it matches up.



Your Portfolio

Make personalized planning more effective with the innovative online portfolio. Available anytime, anywhere right at your fingertips, your career planning information is securely stored in Your Portfolio.

Individualized plans are easily created using the step-by-step Career Plan Builder. Confirm, review and revise your plans as often as you like, or share your plans via e-mail.



To see how Utah Choices Planner can work for you, go to www.portfolio.bridges.com to create your personal planning portfolio. You will need to have your school's site ID and password, which should be available simply by talking to your school counselor.